Verification Of Involvement In Continuing Education (VOICE)
GUIDELINES

I. OBJECTIVES

Per the Bylaws of the Technologist Section of SNMMI, the objectives of this organization shall be:

To encourage nuclear medicine technologists to join together in an association within the SNMMI, Inc. for the purpose of maintaining the identity and quality of nuclear medicine technologists and providing the continuing development, improvement, and expansion of nuclear medicine technology and molecular imaging for the betterment of health care services.

Further, the SNMMI Technologist Section (SNMMI-TS) is a national professional association, which, through its status as a Recognized Continuing Education Evaluation Mechanism (RCEEM) and (RCEEM+), recognizes and approves continuing education activities relating to nuclear medicine technology and molecular imaging.

II. VERIFICATION OF INVOLVEMENT IN CONTINUING EDUCATION (VOICE)

The VOICE program is a comprehensive SNMMI-TS program that provides technologists with continuing education (CE) activities as well as a method of tracking them. Through VOICE, the SNMMI-TS provide members with a computerized transcript documenting participation in nuclear medicine and related CE programs offered annually. SNMMI-TS members are automatically enrolled in the VOICE program and pay no additional fee to enjoy its benefits.

Only those sponsors who apply to the SNMMI-TS for VOICE credit for their CE activity and have that application approved will be awarded CE credits through the VOICE system. VOICE participants who attend educational programs offered by other RCEEMs approved by the ARRT or the NMTCB, can submit documentation and have those credits added to their VOICE transcript. Participants attending educational programs leading to ACLS, PALS, Instructor or Instructor Training certification from the American Heart Association or American Red Cross can submit proof of attendance and a copy of certification for 6 continuing education hours (CEHs) to be applied to their transcript. Transcripts may only be updated for programs not listed on the VOICE transcript once in any biennium. No CE credit will be awarded for basic life support (BLS).

The continuing education credits assigned and tracked by the SNMMI-TS VOICE system are considered by the ARRT as Category “A” or Category A + continuing education credits.
Continuing Education Hours (CEHs) are defined by the length of the activity. A lecture activity that is 30 minutes in length will be awarded 0.5 CEH. Every additional 15 minutes will be awarded 0.25 CEH. Activities are identified in quarterly increments only. i.e.: 1.0, 1.25, 1.5, 1.75, etc. If the length falls between the quarter hour, it will round up or down to the nearest quarter as follows:

<table>
<thead>
<tr>
<th>Lecture Duration</th>
<th>CEH Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 30 minutes</td>
<td>0.00 CEH</td>
</tr>
<tr>
<td>30 – 40 min</td>
<td>0.50 CEH</td>
</tr>
<tr>
<td>45 min</td>
<td>0.75 CEH</td>
</tr>
<tr>
<td>50 min</td>
<td>0.75 CEH</td>
</tr>
<tr>
<td>55-60 min</td>
<td>1.00 CEH</td>
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</tbody>
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Self Study: Journal Article, Videotape/DVD, CD-ROM and Web programs: 30 minutes = 0.5 CEH

Laboratory hours, defined as hands-on, demonstrations or practice time, will be awarded half credit as follows:

<table>
<thead>
<tr>
<th>Laboratory Hours</th>
<th>CEH Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>180 minutes</td>
<td>1.5 CEH</td>
</tr>
<tr>
<td>120 minutes</td>
<td>1.0 CEH</td>
</tr>
<tr>
<td>60 minutes</td>
<td>0.5 CEH</td>
</tr>
</tbody>
</table>

A minimum of 120 minutes is required for any free standing lab not associated with a lecture. A minimum of 60 minutes is required for any lab associated with a lecture session.

Breaks, meals, or social functions. A scientific presentation given during a formal meal function that includes continuous meal service (as opposed to a box lunch/buffet served prior to the beginning of the lecture) will be awarded half credit equivalent to laboratory hours (e.g. 1 hour = 0.5 CEH).

### III. CONTINUING EDUCATION ACTIVITIES ELIGIBLE FOR CEH CREDIT

#### A. Lecture/Labs (Live) Programs

A planned program of continuing education in nuclear medicine technology and related topics involves the organized presentation of the body of knowledge so that the subject matter is comprehensively covered in sufficient detail to meet the educational objectives of the course. A continuing education activity sufficient for approval must be a planned program including, but not limited to defined objectives, clearly defined scope of activity, faculty credentials and expertise, and must be a subject related to nuclear medicine technology, education, management or related topics of interest.
A planned program of continuing education in nuclear medicine technology and related topics submitted for Category A+ credit must meet current physician continuing medical education (CME) guidelines that incorporate the following into the educational process:

- Identified need(s) (survey data, previous program evaluation data, expert opinion, etc.)
- Overall goal (explains the purpose of the activity and )
- Learning objectives (written in terms of what physician extenders will apply to their practice environment)
- Anticipated behavioral change including resource(s)/method(s) to measure change
- Expected outcome that describes what the technologist/physician extender will apply to the practice environment

Faculty must possess credentials relevant to the material being presented. Commonly used formats include: lecture, seminar, workshops, online web courses and structured case reviews. Laboratory format is appropriate for instruction in clinical laboratory procedures and instrumentation where participants receive “hands-on” experience.

A program must be at least 30 minutes in length, under responsible sponsorship, capable direction, and qualified instruction. Attendance of at least 80% percent of instructional time is required. Proof of participation/attendance is required. All programs must be evaluated by the participants.

Sponsors for live activities under this category include:
- Chapters and local societies.
- Academic institutions or community hospitals (in-service programs, Grand Rounds, etc.).
- Commercial sponsors.

Educational programs can be:
- Permanent-Site - A program given at one location several times within a year.
- Traveling Seminars - A program that moves from location to location without the program content changing (i.e.: Society Roadshows, traveling lecturers, etc.).
- Traveling Seminars – educational programs with new program content offered in various locations throughout a region (i.e. Chapter Spring and Fall meetings).
- On-site equipment application training - lecture portion only. (CEHs for equipment application based on didactic lecture and demonstration only.)

With the exception of applications training where one VOICE reference number will continue to be assigned for the full training program, all approved
multi-day activities will be assigned a VOICE reference number for each lecture or day of the activity. SNMMI-TS will not assign one VOICE reference number for a multi-day activity.

B. Self-Study Programs

Audiotape, videotape/DVD, CD-ROMs, and Web programs must provide high quality educational content using current information and techniques. The audio and/or video activities must be a minimum of 30 minutes in length. The amount of credit awarded is based on the length of the program. A post-test with a minimum of 10 questions for each continuing education hour and evaluation form must be completed for credit to be awarded. The participant must achieve a passing score of at least 80% to receive credit. Audio and/or video activities will be reviewed on a regular basis, as determined by the original reviewers, to maintain currency and accuracy.

Audiotape, videotape/DVD, CD-ROMs, and Web programs produced by outside organizations may be submitted for VOICE credit approval. The programs must include a post-test, with a minimum of 10 questions for each continuing education hour of credit, support materials (if applicable) and an evaluation form to be awarded credit. Credit for educational programs submitted by outside organizations will expire 1 year from the date of approval. To be considered for renewal, the outside organization must resubmit the activity with an evaluation summary of the previous year and the applicable fee.

The ARRT’s Sponsor Guidelines for self-study programs are included on Pages 10-14.

C. Journal Articles

The official journals of the SNMMI and SNMMI-TS feature continuing education articles that qualify for one hour of continuing education credit (1.0 CEH). Post-test questions must have a minimum of 10 questions. Individuals completing JNM and JNMT article quizzes must follow the directions that accompany the article. A score of 80% is required on the post test to receive credit for participation.

Articles relating to the field of nuclear medicine technology and molecular imaging, which are published in peer-reviewed journals with accompanying post-tests, may be submitted by outside organizations or chapters for approval of VOICE credit. A VOICE application must be completed to receive credit. As a guideline, reading the article and taking the post-test should take approximately one hour. The submitting organization or chapter must handle administrative details including grading the tests, failure notification and letters of participation for all participants.

D. Authors, Speakers
Authors and co-authors of continuing education articles relating to nuclear medicine and molecular imaging in a peer-reviewed journal may submit a VOICE application to receive up to 5.0 CEH. Each application must be accompanied by a copy of the published article.

Authors and co-authors of JNM or JNMT CE articles will receive up to 5 CEHs providing they submit a VOICE application and a copy of the published article.

A speaker at a meeting that has been approved for VOICE credit may submit an application to receive up to 3 CEHs for every continuing education hour presented. A copy of the final program that the speaker is participating in as well as the PowerPoint presentation must accompany the application. The PowerPoint presentation will not be disseminated. The application will be reviewed and credit assigned based on the PowerPoint presentation submitted. Speakers will be awarded CE credit for the date of the presentation. Speaker credit applications received one year after the presentation will not be evaluated for CE credit approval.

Authors and co-authors of a book, book chapter, textbook or reference book related to nuclear medicine and molecular imaging may submit an application for continuing education credit. Each application will be reviewed and credit assigned on a case-by-case basis by the VOICE Subcommittee. Original book chapters will be awarded up to 5 CEHs/chapter. Chapter revisions in subsequent editions of the original work will receive 25% of the original chapter credit awarded. New chapters added to follow-up editions of the original work will receive up to 5 CEHs/chapter. Credit awarded for multiple authors of a book or chapter will be divided equally by the number of submitting authors.

Author CE credit will be awarded for the year that the book, chapter or journal article is published. Author credit applications received two years after the publication date will not be evaluated for CE credit approval.

E. Scientific Papers

Peer-reviewed scientific paper sessions that are a minimum of 1.0 hour in length, present research and serve to enhance the daily practice of nuclear medicine technology are eligible for CEHs.

F. Student Presentations

Student presentations that meet all CE guidelines; are appropriate for graduate technologists and are submitted with an outline and objectives may be eligible for CEHs. A program director or other identified didactic faculty must evaluate the presentation for accuracy, professionalism, and speaking skills. The program director or didactic faculty must recommend and attest to the quality of the work.
G. **Post Primary or Specialty Certification Examination**

Successful completion of a post primary or specialty certification/ recertification/ examination will be eligible for an automatic 24 hours of CE credit.

IV. **Academic Courses – Post Secondary Schools**

Successful completion of college courses from accredited post secondary schools related to the Radiological Health Sciences, Patient Care, Business/Management, Technology and/or Education should be submitted directly to the credentialing organizations (e.g. NMTCB or ARRT) for review and approval.

V. **ACTIVITIES NOT ELIGIBLE FOR CONTINUING EDUCATION CREDIT:**

A. Attendance at routine department or staff meetings.
B. Poster sessions and viewing exhibits.
C. Elected office or committee meetings.
D. Basic nuclear medicine courses taken during initial nuclear medicine technology training.
E. Attendance at bowl competitions.
F. Question and answer sessions.
G. Informal case discussions/presentations.

VI. **TRANSCRIPTS**

A computer-generated transcript is available continuously online to SNMMI-TS members. The transcript identifies all CEH activities completed during the 5 most recent years prior to its issue. Information found on the VOICE transcript is as follows: Participant’s name and address, program information - date, reference number, description, category (when identified by applicant), #CEHs. Transcripts will include VOICE approved programs as well as programs approved by the identified RCEEMs when proper documentation has been submitted. Proper documentation includes: participant’s name and VOICE reference number, title and content description of the activity, date(s) of attendance, number of contact hours available and the number of hours the participant achieved, name of sponsor, an authorized signature (representative of the sponsor), and the reference number assigned by the RCEEM. A VOICE program or RCEEM reference number will be allowed only once in a biennium.

**Lapsed Members:** A VOICE transcript may be generated on a one-time basis for technologists with lapsed membership within the past 5 years.

VII. **FEE STRUCTURE**

A. **Enrollment Fees**
SNMMI-TS members are enrolled in the VOICE system free as a benefit of membership.

Lapsed SNMMI-TS members can receive a one-time only printing of their VOICE transcripts for a fee of $25.

B. Application Processing Fees for Approval of CE Programs

Fees must be enclosed with the application. Fees are non-refundable. Individual checks are only acceptable for applications for authors or speakers. Fees for all other types of activities must be in the form of a corporate or organizational check.

- $ 50.00  SNMMI Chapter/regional/academic/hospital/local group sponsored program (< 1 day)
- $ 90.00  SNMMI Chapter/regional/academic/hospital/local group sponsored program (≥ 1 day) -
- $300.00  Institutional provider (Institutional providers are health care institutions that provide patient care and offer live-lecture CE activities only for employees) – multiple program discount - unlimited single topic programs in a 12 month period
- $140.00  Commercial sponsored program – one topic, one year – 0.5 - 3 hours
- $250.00  Commercial sponsored program – one topic, two years 0.5 – 3.0 hours
- $250.00  Commercial sponsored program – one topic, one year – 3.5 - 9.0 hours
- $350.00  Commercial sponsored program – one topic, one year 9.5+ hours
- $ 50.00  Self-Study program
- $ 25.00  Journal Article
- $ 5.00  Non-SNMMI-TS Member Authors/Speakers

VIII. DELINEATION OF RESPONSIBILITIES

A. Responsibilities of Sponsoring Organization or Applicant
1. Submit completed online application, with: name of sponsoring organization, name of contact person, complete mailing address of contact person, day and evening telephone numbers, list of defined objectives, summary of course material, beginning and ending times for each activity/lecture, faculty information including credentials, all supporting material including study guide if applicable.

2. Submit application at least 30 days prior to the activity. Incomplete or unreadable applications will not be accepted. The SNMMI-TS Education Office is not responsible for the rejection of incomplete applications. **Applications received less than 30 days prior to the activity will not be evaluated for approval.** All chapters/subchapter and organizers of single events must utilize the online application. Commercial companies that are requesting approval for the same program to be presented on multiple dates within the year are permitted to use paper applications. We will only accept applications using the current application form located on the SNMMI website.

- Chapters, subchapters, affiliates, hospitals and academic universities must submit applications at least 30 days prior to the activity. Incomplete applications will not be accepted. **NO APPLICATIONS WILL BE ACCEPTED LESS THAN 30 DAYS BEFORE THE ACTIVITY.** All components of the application including payment, faculty information, learning objectives, etc. must be included for the application to be considered completed.

- Commercial companies must submit application at least 60 days prior to the activity. **NO APPLICATIONS WILL BE ACCEPTED LESS THAN 30 DAYS BEFORE THE ACTIVITY.** There will be a late fee of $50 assessed for applications submitted less than 60 days prior to the activity. All components of the application including payment, faculty information, learning objectives, etc. must be included for the application to be considered completed.

Applications for VOICE credit will not be accepted after the activity has taken place.

Please note: If a VOICE application is pending, the sponsor’s promotional materials should state, “VOICE credit is pending approval from the SNMMI-TS.”

3. Verify and document the attendees’ participation in the activity. Note: the attendance verification procedure and documentation of participation is the responsibility of the sponsoring organization.

4. The program director (contact person) is responsible for:
   a. Providing each attendee with course documentation as proof of participation in a VOICE approved activity.
b. Copying and distributing SNMMI-TS VOICE CE certificates to participants who complete the CE activity. The CE certificate must include:

- Title and a content description of the VOICE approved activity
- Date(s) of attendance
- VOICE reference numbers and number of continuing education hours (CEHs) awarded
- Name of the sponsor and the signature of the activity director or an authorized representative of the sponsor.

Please note: Organizations that direct their attendees to go the SNMMI website to complete their evaluation and print a copy of their certificate, are not responsible for item 4b unless notified by SNMMI.

c. Collecting validated VOICE Credit forms for all participating technologists at the conclusion of the activity. Note: SNMMI-TS will not accept self-reporting CE credit forms.

5. a When directing attendees to go to the SNMMI website to complete their evaluation and print a copy of their certificate, Submit the completed SNMMI approved spread sheet to the SNMMI within two weeks after the activity.

b If the Sponsor is handling the evaluation and certificates of completion, the sponsor must submit validated VOICE Credit Forms for all participating technologists, sign-in sheets and an activity evaluation summary to the SNMMI-TS Education Office within 3 weeks of the activity.

6. Maintain records of the SNMMI-TS VOICE activity approval letter, attendance roster and validated VOICE Credit Form for each participant for at least 3 years from the date of the activity.

B. Responsibilities of VOICE Activity Participant and SNMMI-TS members attending CE courses approved by other RCEEMS

1. Submit validated VOICE Credit Form to the activity director. Forms not validated by the sponsor will not be awarded CE credit or be added to the participant’s VOICE transcript.

2. For all other approved activities, follow the specific instructions for documentation of participation included with the activity (JNM and JNMT quizzes, Audiovisual programs, CD-ROMs, Web programs etc.).

3. To add educational credits awarded by other RCEEMS to the VOICE transcript, participants must mail or fax proof of attendance to the SNMMI Education Office. Proof of attendance includes:

   a. the participant’s name
b. the activity title and date of attendance

c. the activity number designated by the RCEEM

d. an authorized signature

e. the amount of educational credit awarded for the activity

f. the RCEEM sponsor contact information including:
   i. name
   ii. address
   iii. phone/fax
   iv. e-mail address

C. Responsibilities of the SNMMI-TS Education Office

1. Process VOICE applications in a timely fashion. Forward completed applications to VOICE Activity Reviewers.

2. If approved:
   a. Log the activity and assign at least one VOICE Program number (will vary depending on number of lectures in a live program). Identify those lectures that fit the categories defined by the NMTCB (Radiopharmacy, Radiation Safety, and Nuclear Medicine Instrumentation) and specific licensure states (California, Texas, Illinois, etc.) as indicated by VOICE Activity Reviewers.
   b. Send letter of approval, instructions and original VOICE Credit Reporting Form to the Program Director/Contact Person.

3. If not approved:
   a. Send notification of non-approval to the program director/contact person or.
   b. Request additional information as specified by the VOICE activity reviewer.

4. Verify validated participation reports and evaluation summary from the Program Director/Contact Person, update each participant’s VOICE transcript and notify sponsor of any discrepancies.

5. Maintain on file all applications; submitted continuing education credits from other RCEEMS and supportive documentation including participation verification information for a period of 3 years following the date of the activity.
GLOSSARY

Category A+ Designation – Educational programs designed to meet maintenance of certification and/or scope of practice for the physician extenders (e.g. NMAA, RRA, etc.). Approved Category A+ programs include, but are not limited to LLSAPs, Interactive Cases, Self Assessment Module (SAM) sessions and Read with the Experts (RWA) sessions.

Continuing Education Hour (CEH) - One Continuing Education Hour is equal to 60 minutes and 1 CEH credit.

Continuing Education Activity - A learning activity that is planned and administered to enhance the knowledge and skills underlying the professional performance that the technologist uses to provide services to patients, the public and the profession.

Equipment Application Training – A learning activity that is planned and administered to enhance the technologist’s knowledge and skills regarding equipment.

Ethical Violation – An ethical violation is defined as an action that violates the ethical standards of the SNMMI, NMTCB and/or ARRT as follows:

**SNMMI:** Principle 6 - The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

**NMTCB:** Refer to the Code of Ethics at [www.nmtcb.org](http://www.nmtcb.org)

**ARRT:** Refer to the Honor Code and Code of Ethics at [www.arrt.org](http://www.arrt.org)

RCEEM - Recognized Continuing Education Evaluation Mechanism. A group or organization that evaluates the content and quality of continuing education activities. A RCEEM must be national in scope, nonprofit and based in the radiologic sciences.

Sponsor - An organization that plans, organizes, supports, endorses, subsidizes and/or administers educational activities. Sponsors have educational activities approved by a RCEEM. Sponsors may include professional societies, academic institutions, health care facilities, commercial companies and government agencies.

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Updated: January 2010
Updated: June 2012
Updated: September 2012
Updated: January 2013
Sponsor Guidelines for CE Activities

The following guidelines have been compiled to assist sponsors in gaining RCEEM approval for all submitted CE activities. These guidelines are to be considered the minimum requirements for approval of the activity.

1. GENERAL FORMAT FOR SELF-LEARNING ACTIVITIES:

1.1 Opening page(s)/introduction of the activity must include the following:
   1.1.1 Name of the sponsor/activity provider.
   1.1.2 Name of the activity developer, if different than the sponsor/provider.
   1.1.3 Name/title of the activity. The title must be the same as approved by the RCEEM.
   1.1.4 Activity/course description.
   1.1.5 Activity objectives.
   1.1.6 Other references or source materials required for the activity. (e.g., textbook)
   1.1.7 Activity instructions: “In order to receive CE credit, you must first complete the activity content. When completed, go to the last page of the activity to access the post-test.
   1.1.8 Submit the completed answers to determine if you have passed the post-test assessment. 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.”
   1.1.9 Number of CE credits awarded for successful completion of the activity.
   1.1.10 Approving organization. (i.e., “Approved by (RCEEM name) for ARRT Category A credit.”) The approval reference number should not be printed anywhere other than on the certificate.
   1.1.11 Statement about seeking CE credit for repeating an activity.
   “This activity may be available in multiple formats or from different sponsors. ARRT does not allow CE activities such as Internet courses, home study programs or directed readings to be repeated for CE credit in the same or any subsequent biennium.” ARRT will accept CE credits for activities that have similar content. However, the credits can not be for the same activity completed from different formats. For example, two different courses on Radiation Protection would be acceptable. Two courses (one on CD and one as a home study) with the same content would not be acceptable.
   1.1.12 Statement if an activity is awarded multiple CE reference numbers. Depending on the situation, an 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 would be appropriate: “Some organizations may not allow CE credit to be awarded for completing the activity a second time even if the activity is presented in a different format such as; lecture, home study, or videotape. You
should check with the organization requiring the CE credit for information specific to your professional credential requirements.”

1.13 CE sponsor contact information must be provided for the participant who has questions regarding the CE activity.

1.2 Additional requirements for online CE activities:
   1.2.1 Hardware and software requirements for the activity
   1.2.2 Access options (For example: dial-up, broadband, cable, DSL)

2. RCEEM APPROVAL FOR CE CREDIT (SELF-LEARNING ACTIVITIES)

2.1.1 An evaluation of the activity by a RCEEM must include the following: The activity title must match the title under which it was submitted and approved. For an original approval, the activity title must match the title under which it was submitted on the CE credit application form. For renewal applications, the title must match the title approved by the RCEEM.

2.1.2 The content must support the stated objectives.

2.1.3 The content must be current and accurate.

2.1.4 The content must provide sufficient depth and scope of the subject matter.

2.1.5 Content taken from other copyrighted materials must be appropriately identified as such and referenced.

2.1.6 Documentation of appropriate permissions for use of reprinted materials must be clearly referenced.

2.1.7 All supporting materials (images, photos, diagrams, charts, tables and text) must be legible and labeled correctly.

2.1.8 Acronyms must be spelled out with the first use or a glossary of terms must be provided.

2.1.9 Credit awarded for the activity should be determined by the length of time it takes to complete the activity. Time utilized to complete the post-test should not be considered part of the learning activity.

2.1.10 The CE application materials should include a description of the grading and documentation process. A copy of the certificate to be awarded must be included.

2.2 Evaluation Procedures

2.2.1 RCEEM should review their database to determine if the sponsor has offered the same program under different formats. Efforts should be made to maintain the same reference number and same number of CE credits for all similar course content from the same sponsor. The assigned credit is based upon the format requiring the least amount of time to complete.

2.2.2 CE sponsors for activities that were developed by others (i.e., individuals or organizations) must indicate the following information on the application for CE credit.

2.2.2.1 The name of the individual or organization that developed the activity or materials (e.g., textbook) used in the activity.

2.2.2.2 Affirmation statement that the developer of the activity has granted the CE sponsor permission to use and distribute the activity.
2.2.3 For all formats of any activity and at all sites, the RCEEM must be provided with access (i.e., user id and password) in order to evaluate the activity in the manner in which it is being presented prior to the activity being made available for use by customers.

3. ASSESSMENT (POST-TEST) (SELF-LEARNING ACTIVITIES)

3.1 Two possible uses for the post-test.
   3.1.1 Post-test used to assess participation – Multiple choice questions to help determine if a person has participated in the learning activity. Answers do not need to be provided to the participant.
   3.1.2 Post-test used as a learning tool – Multiple choice questions to help determine a level of learning. If a question is answered incorrectly, detailed information is provided to explain the questions and answers.

3.2 Format evaluation
   3.2.1 Post-tests must have a minimum number of questions based upon the number of CE credits awarded to the activity.
   3.2.2 When submitted for evaluation, the answers to the post-test questions must be referenced (with paragraph and page numbers) in the content of the activity. *(Additional Online Criteria)*
   3.2.3 The participant must not be able to go directly to the post-test from the introductory page without at least “paging” or “scrolling” through the content. (This may be accomplished by requiring the participant to page through the content before reaching the post-test. For example, do not place access to the post-test at the beginning of the activity.)
   3.2.4 The CE activity content may be printed for review; however, you should not be able to print the post-test.
   3.2.5 If the sponsor is using a test item bank, all questions and answers that a participant might see must be provided to the RCEEM for review.

3.3 Scoring
   3.3.1 A maximum of three attempts to pass the post-activity assessment is allowed. No CE credit will be awarded if there are three failed attempts. *(SEE ISSUE 1. under 1.1.8)*
   3.3.2 If a participant fails to score a 75% on the post-test, the number of incorrect answers or the percent correct may be provided, but the individual questions answered incorrectly must not be identified. *Correct answers to the post-test must not be provided until after it has been passed or after 3 unsuccessful attempts.*

4. CERTIFICATES OF PARTICIPATION (SELF-LEARNING ACTIVITIES)

4.1 Certificate Format
   4.1.1 Certificates must contain the participant name, activity title, date
completed, credits earned, approving organization (i.e., RCEEM), reference number, sponsor name and/or logo, and signature of the sponsor or its authorized representative. (The same certificate information is required for all formats of an activity, i.e., Internet, print, live, etc.)

4.1.2 The certificate should reflect the “date of completion” as the date the sponsor received the completed post-test. Due to time-zone changes the participant must be aware that this may result in a different date. This may be crucial only on the last and/or first day of the month as a biennium begins or ends.

4.1.3 All post-tests received should be date/time stamped (or date collected and recorded) for verification purposes.

4.2 Certificate Distribution

4.2.1 The certificate should be awarded only after successful completion of the activity.

4.2.2 The participant must not be able to alter the information for the online certificate in any way before printing.

4.2.3 Duplicate online certificates may be made available by the CE sponsor for re-printing.

5. CE ACTIVITIES SOLD OR RENTED TO A NEW SPONSOR

5.1 Original CE sponsor sells, rents or licenses a CE activity (along with the RCEEM approval and reference number) to a new sponsor.

5.1.1 The content, post-test and valid approval (reference number) may be sold to another sponsor (the activity may be hosted on a completely different site/server).

5.1.2 The original sponsor/developer of the CE activity, attached to the reference number, is responsible for maintaining all attendance/completion documentation.

5.1.3 The original sponsor/owner must ensure that participants are aware that they cannot receive credit for completing the activity more than once (ever).

5.1.3.1 This can be accomplished by including the following language in the activity: "This activity may be available in multiple formats or from different sponsors. ARRT regulations state that an individual may not repeat a self-learning activity for credit if it was reported in the same or any subsequent biennium."

5.1.4 The original CE sponsor/developer of the activity (attached to the reference number) is responsible for renewing the approval.

5.2 The content and post-test (without the RCEEM approval or reference number) of any CE activity may be sold, rented or licensed to a new sponsor (so the activity may be hosted on a completely different site/server).

5.2.1 The new "host" or sponsor is responsible for applying for Category A approval from a RCEEM.

5.2.2 Once approved, the activity will receive a reference number exclusive to the new CE sponsor.
5.2.3 The new sponsor must ensure that participants are aware that they cannot receive credit for completing the activity more than once (ever).

5.2.3.1 This can be accomplished by including the following language in the activity: "This activity may be available in multiple formats or from different sponsors. ARRT regulations state that an individual may not repeat a self-learning activity for credit if it was reported in the same or any subsequent biennium."

5.2.4 The original sponsor of record is removed from any responsibility of duplicate credit from participants completing the activity through the new sponsor's site.

5.2.5 The new sponsor of the activity (attached to the reference number) is responsible for renewing the approval.