

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.”

- 1.1.13 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.