

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 technologists in nuclear medicine and related fields to join together in an organization within the Society of Nuclear Medicine and Molecular Imaging, Inc. (hereinafter referred to as the Society) for the purpose of maintaining the identity and quality of nuclear medicine and related fields and providing the continuing development, improvement and expansion of these fields for the betterment of health care services.

Further, the SNMMI Technologist Section (SNMMI-TS) is a national professional association, which, through its status as an American Registry of Radiologic Technologists Recognized Continuing Education Evaluation Mechanism (ARRT RCEEM and RCEEM+), and as a Nuclear Medicine Technology Certification Board (NMTCB) Recognized Continuing Education Approval Organization, recognizes and approves continuing education activities relating to nuclear medicine technology and molecular imaging, including:

Nuclear Medicine Technology	Cardiac Interventional Radiography
Radiation Therapy	Vascular Interventional Radiography
Radiography	Mammography
Computed Tomography	Bone Densitometry
Magnetic Resonance Imaging	Registered Radiologist Assistant
The SNMMI-TS does not approve continuing education activities on sonography.	

As an approved ARRT RCEEM+ organization, SNMMI-TS adheres to the current ARRT CE Governing Documents:

- [ARRT CE Partners Document](#)
- [ARRT CONTINUING EDUCATION REQUIREMENTS \(through 12/31/2021\)](#)
- [ARRT® EDUCATIONAL REQUIREMENTS FOR OBTAINING AND MAINTAINING CERTIFICATION AND REGISTRATION](#)

As an NMTCB recognized provider of CE, the SNMMI-TS adheres to the current NMTCB Continuing Education Policy:

- [NMTCB Continuing Competence Policy.](#)

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 and a method of tracking them. Through VOICE, the SNMMI-TS provides members with an online transcript documenting participation in nuclear medicine and related CE programs offered annually. SNMMI-TS members are automatically enrolled in the VOICE program as a benefit of membership.

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. In addition to VOICE approved sessions, the following can be added to member transcripts:

- 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 advanced level CPR certification (ACLS-Advanced Life Support or PALS-Pediatric Advanced Life Support) certification from the American Heart Association or American Health & Safety Institute can submit proof of attendance and a copy of certification for 6 continuing education hours (CEHs) to be applied to their transcript.
 - No CE Credits will be awarded for basic life support (BLS), or for CPR Instructor/Trainer.
 - A technologist who completes CE activities in the state in which he or she is licensed as part of their state's licensing requirements may count the CE Credit as Category A if the technologist is licensed by that state at the time the credit is earned, the state regulatory agency is mandated by law to evaluate CE activities for licensing purposes and has approved the activity for CE Credit. The state licensing agencies currently approved as meeting ARRT criteria are Florida, Illinois, Iowa, Kentucky, New Mexico, and Oregon.
 - In some situations, the state licensing agency contracts the CE evaluation services from another organization, who are then approved to award Category A credit for state licensing purposes only.
- ORGANIZATIONS APPROVED:
- Massachusetts Society of Radiologic Technologists
 - Texas Society of Radiologic Technologists

The continuing education credits assigned and tracked by the SNMMI-TS VOICE system are ARRT Category "A" or Category "A+" continuing education credits.

Continuing Education Credits are defined by the type and length of activity.

III. DESCRIPTION OF CEH CALCULATION BY ACTIVITY

Continuing Education Activities must maintain and enhance the professional knowledge and skills underlying professional performance that a technologist uses to provide services for patients, the public, or the medical profession.

A. **Live lectures or Attendance-Monitored Webcasts:**

- One CE Credit is awarded for one contact hour (60 minutes)
- Activities longer than one hour are assigned additional credits; every additional 15 minutes will be awarded 0.25 CE Credits. Activities are identified in quarterly increments only.
- Educational activities of 45-59 minutes will be awarded 0.75 CE Credit.
- Educational activities of 30-44 minutes will be awarded 0.50 CE Credit.
- Educational activities of 15-29 minutes will be awarded 0.25 CE Credit.
- Educational activities of less than 15 minutes will receive no CE Credit.
- Participants will receive credit only if they attend *all* of the approved CE activity. No partial credit is to be awarded; participants who miss part of an approved CE activity will receive *no* credit. "

B. **Text/Article Content (includes journal articles, textbooks, E-books (post-test required):**

- Total CE Credits Awarded = (# of words ÷ 140) + (Video time) + (# of ?s x 1.85)/50

Defining Word Count

INCLUDED IN THE WORD COUNT	NOT INCLUDED IN THE WORD COUNT
Main text (body)	Title page
Headings	Table of Contents
Sub-Headings	Reference list or bibliography
In-text citations	Appendices
In-text referencing	**Text for assessment questions (post-test)
Tables, figures, charts, graphs, legends	
Footnotes	
Text for embedded or interactive questions/activities that will not be part of the formal assessment to determine successful activity completion	**Text for assessment questions (post-test) not included in the word count because of separate consideration in the formula multiplied by a factor of 1.85

C. Online Activity Containing a Video and/or Audio Component:

- Total CE Credits awarded calculated based on timing of the audio portion of the activity.
- Video/Audio Online Activity which is a live presentation recorded for later viewing will be calculated as: $(\text{Video time}) + (\# \text{ of ?s} \times 1.85)/50$
- Hybrid Online Activity which is a text-based presentation with video segments will be calculated as: $(\# \text{ of words} \div 140) + (\text{Video time}) + (\# \text{ of ?s} \times 1.85)/50$

D. CE Credit for Interactive Textbooks (Hybrid Activity):

- Total CE Credits Awarded = $(\# \text{ of words} \div 140) + (\text{Video time}) + (\# \text{ of ?s} \times 1.85)/50$
- Text-based segments – use word count and include embedded questions if presented in written text
- Audio/video segments – use video timing and include embedded questions if presented verbally
- Maximum number of interactive activities allowed: two per each 15-minutes of viewing time
- Interactive textbook chapters require a post-test to demonstrate participation

IV. DESCRIPTION OF ELIGIBLE CONTINUING EDUCATION ACTIVITIES

A. Planning and Structure of Eligible CE Activities

- 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 learning 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.
- **Learning objectives** should be specific, measurable, and begin with an action verb. Objectives should describe the knowledge, skills, or attitudes participants will have acquired upon the successful completion of the activity. Objectives should complete the phrase “*Upon completion of this activity participants should be able to...*”

Examples of acceptable Objectives. Additional Action Verbs are also accepted.

Information	Comprehension	Application	Synthesis	Analysis	Evaluation
define	classify	apply	assemble	appraise	judge
list	explain	complete	formulate	compare	rank
tabulate	describe	examine	integrate	contrast	rate
label	discuss	interpret	validate	critique	recommend
measure	express	order	compose	debate	choose
name	indicate	employ	construct	differentiate	evaluate
relate	outline	operate	create	question	
display	report	practice	design	separate	
specify	review	solve	plan	analyze	
	translate	perform	prepare	calculate	
	diagram	coordinate	invent	categorize	
	identify	calibrate	modify	distinguish	
	select	implement	combine	test	
	restate	comply	predict	interpret	
	arrange	palpate	adapt	assess	
	summarize	treat	initiate	examine	
		manage	write		
		organize	develop		
		detect			
		investigate			
		research			

Unacceptable verbs:

Appreciate	Behave	Believe	Be aware of
Enjoy	Explore	Grasp significance of	Have faith in
Know	Learn	Perceive	Realize
Understand			

- 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 goals (explains the purpose of the activity)
 - 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.
- Programs must be under responsible sponsorship, capable direction and qualified instruction.
 - Attendance of the full educational program is required.
 - Proof of participation/attendance is required.
 - All programs must be evaluated by the participants.
- Faculty must possess credentials relevant to the material being presented. Commonly used formats include: lecture, seminar, workshops, online web courses, and structured case reviews.

- Sponsors for live/monitored events include:
 - Chapters and local societies
 - Academic institutions or community hospitals
 - Commercial sponsors
- Educational programs can be:
 - Live, onsite meetings (program content to be offered one time at site)
 - Live, virtual meetings (program content offered one time and broadcast to individual participants)
 - Recurring meeting: program given at one location multiple times without changing content
 - Enduring/recorded program
 - Onsite equipment applications training
 - Approved multi-day activities will be assigned a VOICE reference number for each lecture or day of activity.
 - SNMMI-TS will assign one VOICE reference number for a multi-day activity in certain circumstances such as Applications Training and other programs that require participation over the entire period of time in order to be considered complete (i.e., academic courses).

B. Live/monitored events (including virtual meetings)

- Attendance of all participants must be verified by the meeting sponsors.
- Examples of attendance verification at Live Meetings include sign-in sheet (for single presentation/no break sessions); participation attendance form verified by sponsor via signature, stamp, sticker; distribution of attendance codes during presentation; tickets; electronic scan in/out of session; RFID; and other methods.
- Examples of attendance verification at Virtual Meetings include remote viewing classrooms with room monitor; distribution of attendance codes during presentation; presentation platform that tracks time in/out of system AND checks for participation during the session via poll or pop-up question; and other methods.

C. Self-learning Activities

- **Directed readings** including journal articles, mini-books, newsletters, and other activities. The amount of credit awarded is based on word count of the program, as noted above in IIIB.
- **Online Modules** include internet-based activities that have either audio and/or video components. They must provide high quality educational content using current information and techniques. The amount of CE Credit awarded is based on the length of the program.
- **Self-learning activities produced by outside organizations** may be submitted for VOICE credit approval. CE Credit for educational programs submitted by outside organizations will expire 1-2 years from the date of approval. Activities will be reviewed on a regular basis, as determined by the original reviewers, to maintain currency and accuracy. To be considered for renewal, the outside organization must resubmit the activity with an evaluation summary of the previous year and the applicable fee. Self-learning activities submitted by outside organizations must include:
 - Educational program
 - Support materials (if applicable)
 - Post-test
 - Participant evaluation form

- Attendance verification can be via a monitored group environment, post-test, or interactive testing.
- A post-test with a minimum of 8 questions for each continuing education hour and evaluation form must be completed for credit to be awarded
 - A passing score of 75% (6 of 8 questions) is required for credit to be awarded.
 - The format for post-test questions is multiple choice including four possible answers. In this format one possible response to the question cannot refer to any other possible response.
 - Unacceptable responses include:
 - All of the above
 - None of the above
 - A&B (etc.)
 - True/False
 - Answers are not revealed to the participants.

D. Authors/Co-Authors

- Authors and co-authors of a text/reference/e-book/chapter or peer-reviewed journal article or continuing education article (in a peer-reviewed journal that meet all of the requirements of the Index Medicus) relating to nuclear medicine and molecular imaging may submit a VOICE application to receive up CEH.
 - *Note:* A peer-reviewed journal article is one in which the content is written by experts in a particular field of study - generally for the purpose of sharing original research or analyzing others' findings. Peer-reviewed work will thoroughly cite all source materials used and must be subject to "peer review" prior to publication.
- Applications for CE credit must include:
 - Author's name(s)
 - Title of text/reference/e-book/chapter/peer-reviewed journal or CE article
 - Date of publication
 - Copy of publication or link to electronic publication for review.
 - The unique VOICE reference number for the approved manuscript that will be used to report the Category A CE credits to credentialing agencies.
- *Note:* Category A CE credits earned for authorship may not be used to comply with ARRT education requirements that require a credit distribution and are linked to the content outlines (i.e., Structured Education, CQR)
- Published manuscripts that meet all required criteria will be awarded Category A CE credits as follows:
 - Single author = 4.0 CEH
 - Multiple authors = 2.0 CEH each
 - *Note:* Book chapter revisions in subsequent editions of original work will receive 25% of the original chapter credit awarded. New chapters added to follow-up editions of the original work may earn up to 4.0 CEH.
- CE Credit will not be awarded to individuals serving on the editorial review board of a journal.

E. Scientific papers (including student papers)

- Attendees at presentations of peer-reviewed scientific papers can be awarded CE Credits if the activities are approved for credit
- Attendees at presentations of approved student papers can be awarded CE Credits if the activities are approved by for credit, provided the program director or faculty attest to mentoring the student and verify the content is valuable for the registered technologist.

F. Academic Courses – Post Secondary Schools

- Approved Academic Course: A formal course of study that results in awarding of academic credits and that is *relevant to medical imaging, interventional procedures, radiation therapy and/or patient care as it relates to these areas* and that is offered by an institution accredited by a mechanism recognized by the ARRT. A complete list of ARRT-recognized accreditation mechanism appears on the website: <https://www.rrt.org/pages/partners/schools-educators/accreditation>
- Relevant courses in the biologic sciences, physical sciences, medical imaging, interventional procedures, radiation therapy, health and medical sciences, social sciences, communication (verbal and written) mathematics, computer use related to medical imaging or radiation therapy, management, cultural competency and ethics related to medical professionals, or post-secondary adult education methodology will be considered for acceptance.
- CE Credit will be awarded credit at the rate of 12 CE credits for each academic quarter credit or 16 CE credits for each academic semester credit. A full transcript (official or student copy) or a transcript from an ARRT recognized education program (hospital-based program) that includes both the month/term and year the course was completed, education institution awarding the credit, and student name is acceptable documentation for a CE audit. An indication that the class was passed (pass/fail) or a grade of “C” or better is required to receive CE credit for an academic course.
- CE Credit is awarded for dissertations and theses when published in a peer-reviewed journal or is listed in MEDLINE.

G. Panel Discussions

- A panel discussion is a specific format used in a meeting, conference or convention. It is a live or virtual discussion about a specific topic with a selected group of panelists who share differing perspectives in front of an audience.
- CE Credit may be awarded for panel discussions with learning objectives, a content outline or a formal organized presentation presented by the panelists.

H. Applications Training: Demonstration and Positioning, Machine Application Training, or User Group Meetings

- CE Credit may be awarded for the formal lecture part of the training program. The lecture must meet the same criteria (i.e., content outline, objectives, attendance and length) as any other lecture. The content may be company specific but should not be site specific.
- No CE Credits should be awarded for training that involves the review of the equipment operations manual.
- Simulation training is defined as interactive activities using equipment that "simulates" real episodes and outcome. Simulation training, as part of applications training, will be approved when completed as an instructor led participation activity.
- If the CE activity has a psychomotor component which involves participants physically performing positioning, refer to the next policy to follow the required criteria for determining the CE Credit value for this portion of the CE activity.
 - The maximum number of CE credit for applications facility (on-site) training that a technologist can report will be capped at 8.0 Category A credits per biennium. The identifier “F” will be added to reference numbers for these activities.
- Interactive computer-based training will be evaluated using the evaluation criteria for a live lecture. Participants are not required to complete a post-test for CE credit. This type of education when offered as applications training is not capped.
 - Applications training conducted at the corporate office, webinar, and user’s meetings or online will not be limited. The identifier “C” will be added to reference numbers for these activities.

I. CE Activities with a Psychomotor Component (“Hands On”)

- “Hands-on” interaction is defined as active personal physical involvement by the CE activity participant.
- The CE activity must include actionable learning objectives that are measurable and linked to the job tasks typically performed by R.T.s as determined by ARRT’s practice analysis process. (As per the current Task Inventory document on ARRT.org for the related discipline)
- There must be ample time allowed for each CE activity participant to demonstrate skill development for each actionable learning objective submitted by the CE Sponsor.
- To receive CE Credit for the “hands-on” portion of a CE activity, **the CE Sponsor must identify a maximum number of CE participants that may earn credit during the CE activity offering.** This standardization should be based on the average time utilized by a number of learners to complete the measurable and actionable learning objectives.
 - * *Documentation of participation for the CE activity must list the actionable learning objectives that every CE participant has the opportunity to demonstrate during the CE activity.*
- The use of simulation in a CE activity to provide the participant with an opportunity to gain identified psychomotor skills is acceptable.
- CE Credit awarded for didactic components and psychomotor components of a CE activity have the same per unit of time value. For example, if a CE activity is scheduled for three hours total and two hours will be a didactic component and one hour will be a psychomotor component, the credit awarded for the activity should be three CE Credits total.

V. ADDITIONAL CONTENT AREAS THAT MAY BE AWARDED CE CREDIT

Acupuncture	Gastric By-Pass Surgery
Archeology Imaging (Mummies)	Genetics-Basic or Introductory Level
Bioterrorism/Chemical Warfare/Weapons of Mass Destruction (patient care)	Industrial radiography
Breast Prosthesis	Medical Missionary Work
Casting and Bracing/Orthotics (must relate to technical factors, positioning or image evaluation)	Military/War (Radiology in a War Zone)
Chiropractic	Nutrition/dietary: case-by-case basis
Comparison of Military to Civilian Radiology	Organ and Tissue Donation
Computer Courses: PACS, RIS, computed radiology, image post processing, billing and coding	Personal Development Activities that apply to the workplace (death/dying, stress mgmt. at work)
Consumable Radiation (Radiation in Consumer Products)	Physicist Assistant
Cultural competency applicable to medical professionals	Radiology Limited to Military Practice and Procedure
Foreign language course specific to medical professionals	Roentgen History (x-ray history)
Forensic Anthropology	Veterinary radiography (equipment, protection issues, physics and positioning)
Foreign travel sessions (case by case): Remote health care delivery, Diseases, Patient care, Cultural diversity and how to put into practice, Morals or ethics, Compassion, Medical issues related to medical imaging or radiation therapy, Understanding immigrants	

VI. COURSES NOT ELIGIBLE FOR CE CREDIT

Alcohol and Drug Assessment	Alternative Therapies: Tai Chi Massage, Therapeutic Touch, Yoga, Drumming/Group Drumming, etc.
Airport security	Art (drawing, painting); Digital photography
Basic nuclear medicine courses taken during initial nuclear medicine technology training	Computer Courses: programming not directly related to medical imaging, interventional procedures, or radiation therapy
Spirometry	How To Study
Activities focused on Sales promotion vs. Education	Personal Finance

VII. CE ACTIVITIES - LIMITED OR NO LONGER ACCEPTED

<i>CE credit will no longer be awarded for Poster Viewing Sessions</i>	<i>CE credit will no longer be awarded or accepted for preparing or presenting continuing education activities, or “Train the Trainer” sessions.</i>
<i>CE credit will no longer be awarded for Presentation of a Poster</i>	<i>CE credit will no longer be awarded for earning additional credentials.</i>
Applications training: capped at 8.0 Category A credits per biennium.	Committee Participation
Activities that have been approved by the American Medical Association (AMA PRA Category 1) or the American Nurses Association (ANA) through the American Nurses Credentialing Center (ANCC) will not be accepted for CE credit.	Facility Inspections /MQSA Audits
CE Presentation Development as Requirement of Employer	Informal question/answer sessions
Clinical competency checks	Informal case discussions/presentations
Clinical Instructor/Preparation	Routine department or staff meetings

VIII. TRANSCRIPTS

A computer-generated transcript is available continuously online to SNMMI-TS members. The transcript identifies all CE activities completed since 2008. Information found on the VOICE transcript is as follows: Participant’s name, address, CE activity information – (title, attendance or completion date, Reference Number, California Scope Credit Category [I-Imaging/NI-Non-Imaging/R-Radiopharmacy/T-Therapy], and # CE Credits.

Transcripts will include VOICE approved programs as well as programs approved by the identified RCEEMs when proper documentation has been submitted via SNMMI’s Self-Reporting Portal. Educational credits from other RCEEMs may be added to a participant’s VOICE transcript by providing the following information using the online educational portal: [My Transcript | SNMMI Learning Center](#)

A certificate of participation must include:

- Name of the participant
- **Pre-printed date(s) of completion** (MM/DD/YYYY)
- Title of the CE activity
- Pre-printed number of credits
- Name of the CE sponsor
- Signature of either the authorized representative of the CE owner, sponsor or presenter
- Pre-printed CE reference number assigned by a RCEEM, RCEEM+, or SLA
- Identification of the approving RCEEM, RCEEM+, or SLA
- Category A or A+ designation
- Expiration date (MM/DD/YYYY) of CE activity

Instructions can be found here:

<http://www.snmmi.org/Education/Content.aspx?ItemNumber=12685&RDtoken=7703&userID=>

IX. FEE STRUCTURE

A. Enrollment Fees

- SNMMI-TS members are enrolled in the VOICE system as a member benefit.
- Transcript reports are not available to non members. Non-Members can access their VOICE Certificates for completed SNMMI Activities by logging into their Transcript in the SNMMI Learning Center.

B. Application Processing Fees for Approval of CE Programs

- Application fees must be paid at the time of application submission. Fees are non-refundable. Credit cards (preferred), or checks from commercial or non-profit organizations are accepted. Personal checks from individuals are not accepted.
- Fees are tiered by organization type (SNMMI Chapters, Non-Profit Affiliates, Commercial Companies), program type (Live meeting, Recurring meeting, Enduring program) and program length (<1 day to >1 day for Live meetings, 0.5 to 14.0 + hours for Enduring Programs. An Institutional Multiple Program Discount is available for schools or hospitals who offer monthly short programs. Other circumstances can be considered on a case-by-case basis. Refer to the most current pricing sheet for specific details.

XI. DELINEATION OF RESPONSIBILITIES

A. Responsibilities of Sponsoring Organization or Applicant

- Applications are submitted at: <https://www.snmmilearningcenter.org/CECenter/> Required information for each educational program must include: 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).
- *Chapters, subchapters, affiliates, hospitals and academic universities* must submit applications at least 30 days prior to the activity. Incomplete applications will not be processed. All components of the application including payment, faculty information, learning objectives, etc. must be included for the application to be considered complete. The SNMMI-TS Education Office is not responsible for the rejection of incomplete applications. **No application will be accepted less than 30 days before the activity.**
- *Commercial companies* must submit applications at least 60 days prior to the activity. There will be a fee of \$100 assessed for applications submitted less than 60 days prior to the activity. **No application will be accepted less than 30 days before the activity.** Incomplete applications will not be accepted. 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"***
- 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.
- The Program Director (contact person) is responsible for:
 1. Providing the attendee with course documentation as proof of participation in a VOICE approved activity
 2. 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. The program director (contact person) must verify, by signature, each VOICE Credit Form and retain verified documentation for a minimum of 5 years following the educational event.

3. Completing and submitting the SNMMI approved spread sheet to the SNMMI within two weeks following the educational event.
4. Directing attendees to the SNMMI website to complete their evaluation of the program and print a copy of their VOICE certificate.
5. Maintaining records of the SNMMI-TS activity approval letter, attendance roster and validated VOICE Credit Forms for each participant for at least 5 years from the date of the activity.

B. Responsibilities of VOICE Activity Participant attending CE courses approved by SNMMI

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

C. Responsibilities of the SNMMI-TS Education Office

- Process completed VOICE applications in a timely fashion. Forward completed applications to VOICE activity Reviewers.
- If approved:
 1. 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.
 2. Send letter of approval, instructions and original VOICE Credit Reporting Form to the Program Director/Contact Person.
- If not approved:
 1. Send notification of non-approval to the program director/contact person, or,
 2. Request additional information as specified by the VOICE activity reviewer
- 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.
- 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

ARRT: Refer to the Honor Code and Code of Ethics at 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.

Updated: February 1998

Updated: August 27, 2002

Updated: July 1, 2003

Updated: June and September 2005

Updated: May 2007

Updated: January 2009

Updated: March 2009

Updated: January 2010

Updated: June 2012

Updated: September 2012

Updated: January 2013

Updated: September 2014

Updated: November, 2021

ARRT 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.

15.9.1 GENERAL FORMAT FOR SELF-LEARNING ACTIVITIES:

*Indicates requirements for only self-learning CE activities

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

- Name of the activity CE sponsor.
- Documentation identifying the CE owner and/or authorized representative of the CE owner.
- Name of the CE presenter, if different than the CE activity sponsor.
- Name/title of the CE activity. The title when presented and/or advertised must be the same as approved by the RCEEM or RCEEM+.
- CE activity/course description.
- CE activity learning objectives and course outline.
- Other references or source materials required for the activity. (e.g., textbook).
- 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.”*
- 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.”*
- Number of CE credits awarded for successful completion of the CE activity.
- RCEEM or RCEEM+:
 - *“Approved by (RCEEM or RCEEM+ name) for ARRT Category A (or A+) credit.”*
- * 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 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.”*
- 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.”*
- CE sponsor contact information must be provided for the participant who has questions regarding the CE activity.
- **NOTE: The approval reference number shall not be printed anywhere other than on the certificate of participation.**

15.9.2 POST-TEST FOR SELF-LEARNING CE ACTIVITIES

Purpose

- 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.

Format

- Post-tests must have a minimum number of questions based upon the number of CE credits awarded to the CE activity: Two questions per 0.25 CE credit is required.
- 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.
- 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.

Scoring

- A maximum of three attempts to pass the post-test is allowed. No CE credit will be awarded if there are three failed attempts.
- 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.

15.9.3 CE ACTIVITIES SOLD OR RENTED TO A NEW CE SPONSOR

- 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.
- 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).
 - The original CE sponsor/developer of the CE activity, attached to the reference number, is responsible for maintaining all attendance/completion documentation.
 - 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.
 - 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."*
 - The original CE sponsor/developer of the activity (attached to the reference number) is responsible for renewing the RCEEM or RCEEM+ approval.
- If the content and post-test of any CE activity is sold, rented or licensed to a new CE sponsor (so the activity may be hosted on a completely different site/server) without the RCEEM or RCEEM+ approval or reference number:
 - The new "host" or CE sponsor is responsible for applying for Category A approval from a RCEEM or RCEEM+.
 - Once approved, the CE activity will receive a reference number exclusive to the new CE sponsor.
 - 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.
 - 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."*
- 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.
- The new CE sponsor of the activity (attached to the reference number) is responsible for renewing the RCEEM or RCEEM+ approval.