



CERTIFIED RADIOLOGY ADMINISTRATOR (CRA) CONTINUING EDUCATION CREDITS RENEWAL GUIDELINES

Maintaining The CRA Credential

To maintain the CRA credential, CRAs will need to obtain 36 continuing education credits every three years. Candidates who have successfully passed the CRA examination will be awarded 12 CRA continuing education credits from AHRA. The 12 credits will count towards the 36 credits necessary to maintain the CRA credential in the first triennium.

Continuing education credits for the CRA credential must relate to one of the 5 management domain (content) areas tested on the CRA examination:

1. Human Resource Management
2. Asset Resource Management
3. Fiscal Management
4. Operations Management
5. Communication and Information Management

No more than 18 credits can be earned in any one domain.

Qualifying Continuing Education Credits

AHRA recognizes that there are a multitude of continuing education opportunities offered by hundreds of providers that would be valuable for CRAs to participate in and which are relevant to the management domains in the CRA examination.

Requirements for re-certification are as follows:

RACC requires 36 continuing education credits (CEUs) in the 5 RACC domains (Human Resource Management, Asset Resource Management, Fiscal Management, Operations Management, and Communication and Information Management) every 3 years to renew CRA certification. No more than 18 credits can be earned in any one domain.

CEUs will be accepted if approved by any professional organization or college/university and if the continuing education activity relates to one or more of the domains in the CRA examination. CEUs will be granted based on contact hours, with 50-60 minutes per contact hour. If the contact hour is less than 49 minutes but at least 30, one-half contact hour is earned. Those activities less than 30 minutes earn no credit.

CEUs may be earned in either category 1 or 2 with no requirement on the number of credits that can be applied from either category.

Category 1:

Category 1 CEUs are those awarded by a RCEEM organization or an approved academic course. Current RCEEM organizations include: ACR, AHRA, ASRT, CAMRT, SDMS, SNMTS, & SVT.

For a college course, the rate is 1 contract hour for 1 credit hour. A grade of “C” or better, or “passed” designation is required to receive Category 1 credit for an academic course.

CEUs for college classes will be granted as follows:

- 12 CEUs credit for each academic quarter credit
- 16 CEUs credit for each academic semester credit

CEUs for Speakers will be granted as follows:

A CRA that is a presenter may receive CE credits for the development of a presentation that has been evaluated and approved by a RCEEM as a Category A activity. Three (3) CE credits are awarded for the development of each contact hour of lecture. No CE credit will be awarded for actual presentation. Each presentation can only be used once for credit. Proper documentation includes, but is not limited to, a copy of the program brochure with the name of the speaker(s) and should be submitted at the CRA triennium renewal period.

CEUs for Authors

Authors of peer reviewed professional journals (such as those journals found in *Index Medicus*), home-studies and directed readings, or a textbook chapter may receive CE credit toward CRA renewal as follows: 24 credits for authoring an original textbook and 4 credits for authoring an original chapter, 4 credits for revision to an original textbook and 1 credit for revisions to a chapter, 4 credits for authoring a directed reading published in a peer reviewed professional journal or other self-learning activities approved for Category A credit.

A copy of the title page of the journal, home-study, or book which features the author’s name and date of publication plus the first page of the actual document are considered proper documentation and should be submitted at the CRA triennium renewal period.

Category 2:

Category 2 credits are CEUs from a non-RCEEM organization (e.g., AMA, ANCC).

The following documentation must accompany any Category 2 CEUs:

- Name of participant
- Title of activity
- Content of presentation
- Number of contact hours
- Name of sponsor
- Signature or statement (email) of authorized representative or instructor

Non-Qualifying Continuing Education Credit

Continuing education credit will not be granted for any non-RCEEM program and/or college course where a certificate is not provided. Without a certificate, continuing education credit cannot be validated.

Tracking Continuing Education Credit

It is the responsibility of the CRA to maintain the continuing education credit records on the attached CRA Continuing Education Tracking Form. The form is also available for download on the AHRA Web site, www.ahraonline.org.

Submitting Continuing Education Credits

One month prior to a CRAs renewal deadline, AHRA will send the Certified Radiology Administrator (CRA) an electronic letter containing a Certification Renewal Application along with instructions. Copies of original documentation are acceptable. CRAs have the option of taking/passing the CRA exam again or submitting continuing education credits for recertification. The renewal deadline is 3 years from the date in which a candidate passed the CRA examination.

Please submit your CRA Continuing Education Tracking Form, necessary copies of credit, and renewal fee of \$150.00 to AHRA – CRA Renewals:

AHRA
Attn: CRA Renewals
490-B Boston Post Rd. Suite 101
Sudbury, MA 01776
Fax: (978) 443-8046

Should you need any additional information, please feel free to contact AHRA at (978) 443-7591 or email: cra@ahraonline.org