

The logo for AHRA's Rapid Review is centered at the top of the page. It consists of the text "ahra's rapid review" in a bold, sans-serif font. "ahra's" is in a smaller font size and lowercase, while "rapid" and "review" are in a larger font size. "rapid" is in a regular weight, and "review" is in a bold weight. A trademark symbol (TM) is located at the end of "review". The text is white and set against a dark, circular, gradient background that fades into the white page.

ahra's **rapid**
reviewTM

Institutional Providers Application

The American Healthcare Radiology Administrators (AHRA) has been approved as a Recognized Continuing Education Evaluation Mechanism (RCEEM) by the American Registry of Radiologic Technologists (ARRT).
Continuing education approved through this mechanism will be awarded Category A recognition by the ARRT.

Institutional Provider Application

Institutional Provider Definition: A healthcare institutional provider is a hospital, clinic, medical center or physician's office that provides direct patient care and has applied for the exclusive participation of its employees.

Institutional Provider _____

Primary Coordinator _____ Department _____

Address _____

City, State, Zip _____

Daytime Telephone _____ Fax _____ Email _____

Additional Authorized Person: Any persons not listed who have submitted live activities will be returned immediately for your authorization.

Name: _____ Dept. _____

Name: _____ Dept. _____

Name: _____ Dept. _____

Name: _____ Dept. _____

Payment Information: A \$300.00 Application Fee must accompany this form in order to be processed. All fees are nonrefundable. AHRA reserves the right to change fees without notice.

Check or Money Order

American Express

Discover

MasterCard

Visa

Name (as it appears on card): _____

Card Number: _____

Expiration Date: _____

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Assigned Institutional Provider Number: _____

Start Date: _____

Expiration Date: _____

Authorized Signature: _____

Institutional Provider Agreement

What an Institutional Provider (IP) Agreement Includes: Once an IP has been approved it will allow them to submit an unlimited number of live continuing education activities for review and Category A credit approval during the assigned year. If an activity is approved under the IP agreement it may be presented multiple times throughout the assigned year. The only live activities that can be submitted under the IP Agreement are those submitted by the designated educational coordinator/contact and can only be presented to employees of that Institution. Employees are considered individuals who work for or are paid by the institution, including temporary, locum tenens or contract employees.

Institutional Provider Contract Responsibilities: The IP educational coordinator or contact has distinct responsibilities that must be upheld in order to comply with the AHRA's CE policies.

- Attendance must be verifiable and maintained by Institution for a minimum of 3 years.
 - It is recommended that all documentation be in a central location so employees may have access to their documentation in the event of an audit by ARRT, state licensing agencies or the AHRA.
- Each CE activity must be submitted at least 15 days prior to live event.
- Each attendee must receive the appropriate documentation in the form of a letter or certificate stating they have completed the activity as designed.
- AHRA must be notified of any changes in education coordinator/contact persons throughout the assigned year.
- Only the authorized contact person may submit applications for review under the IP agreement.

Violations of Institutional Provider Contract: If there are any violations of the IP contract during the assigned year, AHRA reserves the right to terminate any and all existing live events under the specific IP contract.

- Self-learning activities may **not** be submitted under the IP contract.
- Live activities offered to the public or personnel outside of your institutions can not be submitted under the agreement
 - These activities must be submitted with correct rapid review application and appropriate processing fee in addition to submission under the IP contract
 - Any registration and attendance of medical professionals or other personnel not employed by the contracted IP at a live session and does not receive credit will be a direct violation of the IP contract.
- Activities can not be self-approved by the IP

Terms of Expiration and Renewal of Institutional Provider Contract:

- AHRA will notify specified contact person in writing 60-days prior to their expiration date
- Individual live activities will not automatically be renewed when IP Contract is renewed
 - To renew individual activities all reference numbers must be submitted with activity title.
 - Any activities that have significant changes (50% or more) but be resubmitted for a new reference number.
 - Continuing any live activity that has not been renewed is a direct violation of the IP Contract.

I have read and understand the guidelines set forth by AHRA. I understand that a failure to adhere to the above can result in termination of my contract and all live events under that contract.

Signature: _____

Today's Date: _____

Application for Evaluation of Lectures, Seminars and Recurring Educational Events

Sponsor Information

Institutional Provider Contract Number: _____

Event Information

Title of educational event _____

If part of a larger meeting, name of meeting _____

Date(s) of Event _____ Number of Participants Expected _____

Location (Attach list if multiple sites) City _____ State _____

Length (in minutes) _____ Number of credit hours applied for _____

Faculty Name(s) _____ Domains (If Applicable): _____

Has this activity been previously evaluated by the AHRA or by any other CE evaluation mechanism? No Yes
If yes, by which mechanism? _____ What was the outcome? _____

Evaluation Instrument: *(A summary of evaluations must be forwarded to AHRA upon completion of the program)*

I have attached my evaluation form

Attachments

- 1) Description of educational content including an outline and objectives
- 2) Copy of program, brochure, or schedule
- 3) Faculty Credentials Form *(included in this Appendix)* or curriculum vitae for **each** faculty member

Return completed information with appropriate application to:
ahra, 490-B Boston Post Road, Suite 101, Sudbury, MA 01776

Questions? Call 800-334-2472 or 978-443-7591

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Date Received _____ Date Returned _____ Approval Expiration _____

Reference Number _____ # Credits Awarded _____

Authorized Signature _____

As a sponsor of an approved CE educational event, you must provide participants documentation (certificate, letter, etc.) that includes the items specified below. For ease of recordkeeping, AHRA suggests using the same names and titles as listed on the Application for Evaluation.

Documentation Requirements

- name of sponsor
- name of participant
- date(s) the educational event was attended/completed
- title of the educational event
- number of assigned credits (as assigned by AHRA on the application)
- reference number (as assigned by AHRA on the application)
- start and expiration dates of approval
- **signature** of the instructor or an authorized representative of the sponsor issuing the documentation (an electronic signature is acceptable)

Content Required in CE Documentation

This document can be in the form of a letter, certificate, or computer-generated form.

Sponsor's Name _____

Sponsor's Address _____

Participant's Name _____

Participant's Address _____

ARRT Registration Number or Social Security Number _____

Date of the Educational Event _____

Title of the Educational Event _____

Number of Assigned Credits _____

Reference Number _____

Start and Expiration Dates of Approval _____

Signature of the Instructor/Sponsor _____

Credit Policies

Credit is granted based on a 50-minute contact hour. For example:

- <30 minutes = 0 credit
- 30-49 minutes = 0.5 credit
- 50-74 minutes = 1 credit
- 75-99 minutes = 1.5 credits
- 100-129 minutes = 2.0 credits
- 60 minutes of hands-on lab or clinical practice as part of an activity* = 0.5 credit

* Hands-on credits cannot exceed the didactic/lecture credit given the activity.

For educational sessions over one hour, AHRA recommends that a 60-minute hour be used as a guideline to allow for breaks. Break times are NOT included in the awarding of CE points. Credits are awarded only for time spent in the learning event. Allocation of credits will be closely reviewed for accuracy and may be audited to ensure compliance.

AHRA reserves the right to retrospectively deny or reduce credit to any individual or educational activity that had been approved for credit, but which did not meet ARRT requirements at the time the event was conducted. For example, a conference session that ends earlier than scheduled may not meet the time requirements for the number of CE credits for which it was approved. Please be sure that faculty understands the importance of maintaining the time planned for the session to ensure that participants and the educational activity receive full credit.

Educational Activities Not Eligible for ARRT Approval

The following activities are NOT eligible for approval by AHRA because ARRT does not permit the awarding of continuing education credit for:

- Educational events or activities not related to the radiologic sciences
- Attendance, participation, or work performed as a responsibility of employment
- Attendance or participation at events presented by student radiologic technologists
- Chart rounds, journal clubs, poster sessions, tours and viewing exhibits
- Elected office, committee appointments, or attendance at business sessions of professional associations.

State-Specific Requirements

States with licensure/certification regulations may have specific requirements concerning credit approval. Sponsors are responsible for applying to the appropriate states for credit approval and for determining what each state requires for documentation. These states include, but may not be limited to: Florida, Illinois, Iowa, Kentucky, Massachusetts, New Mexico, Oregon, and Texas.

Sign-in sheets for these states may need to be submitted to each state in ADDITION to the attendance verification used by the sponsor. The sponsor is responsible for submitting required documentation to the state and administering the complete sign-in process at the meeting.

The sponsor may be able to secure a state's agreement to allow reciprocity for ARRT Category A continuing education credit approved by AHRA. In this case, it would not be necessary to administer a separate sign-in process. To facilitate tracking of credit for these states, be sure to include on the attendance verification form adequate space for the following information:

- Social Security number and/or license number
- A question asking the participant if they maintain a license in any of these states.

Advertising and Promotion

A sponsor's advertising or promotional material cannot claim AHRA approval unless the event has received an approved reference number. If an application has been submitted and is awaiting approval from AHRA, the following phrase may be used, "ARRT Category A CE credit is pending approval by the AHRA."

Once AHRA has approved a sponsor's application and assigned a reference number, the sponsor may use the phrase, "Approved for _____ (insert number) of ARRT Category A CE credit(s) by the AHRA."

Credit Audit, Denial, Revocation

The AHRA may at its discretion:

1. Monitor approved educational events to ensure compliance with the submitted application and with the Sponsor Requirements.
2. Deny or withdraw approval of educational events that:
 - a) Falsely represent the material submitted or advertised.
 - b) Do not meet the criteria described in this document.

Appeal Process

If a sponsor feels the credit level of its educational event was under-valued, or if the activity was not approved for credit, an appeal can be requested.

AHRA must receive a written request to appeal the decision within three (3) business days of the CE credit assignment or denial. The written request should be faxed, mailed or emailed to AHRA at:

490-B Boston Post Road, Suite 101, Sudbury, MA 01776
Attn: Rapid Review
Fax: 978-443-8046
Email: pwohlander@ahraonline.org

A volunteer appeals board consisting of three persons with experience in the appropriate radiologic sciences discipline will evaluate the appeal request. Each of these volunteers will independently evaluate the educational event and assign or deny CE credit. An average of the three new scores plus the original score will be the final outcome. The CE credit may be denied, credit hours increased or decreased based on the appeal board assessment. The decision of the appeals board is final.

Verifying Attendance and Evaluation Options

Verification of Attendance and Evaluation: The AHRA Way

Assuring that technologists receive the full 24 hours of continuing education each biennium required to maintain registration is serious business to ARRT. Based on its many years of experience in addressing the same issues CE program sponsors face with lectures, seminars and conferences, AHRA developed a simple process that has been recognized by ARRT as meeting its attendance verification and evaluation requirements. AHRA is pleased to share this process with program sponsors as a means to assist them in complying with ARRT requirements.

AHRA recommends publishing the process in the program brochure or other program materials so participants know what to expect.

Please feel free to use the following process:

Lectures:

1. Identify a unique course number for the educational event. The number may be two or three digits.
2. Pass out attendance and speaker evaluation cards or sheets to participants. Those entering more than ten minutes late may not receive a card or sheet and are not eligible for credit.
3. At the conclusion of the session, announce the course number.
4. Collect cards or sheets from participants. Those turned in more than five minutes after the conclusion of the educational event are not valid and the participant is not eligible for credit.

Seminars or Conferences with multiple sessions or multiple concurrent sessions:

1. Identify a unique course number for **each** session.
2. Pass out attendance and speaker evaluation cards or sheets to participants at the beginning of each session. Those entering more than ten minutes late may not receive a card or sheet and are not eligible for credit.
3. At the conclusion of the session, announce the course number.
4. Collect cards or sheets from participants. Those turned in more than five minutes after the conclusion of the educational event are not valid and the participant is not eligible for credit.

Program sponsors are responsible for verifying attendance by participants and assuring that a speaker or educational event lasts the full time for which it received Category A credit. ARRT holds its RCEEMs responsible for assuring that sponsors have a mechanism to verify attendance, are holding events that meet the time guidelines set out by ARRT for credit, and have a mechanism to evaluate educational activities. AHRA may audit educational activities and retrospectively deny or reduce credit for any individual or educational event that does not meet ARRT's requirements.