

ahra's **rapid**
review™

Continuing Education Evaluation Packet

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.

SPONSOR REQUIREMENTS	3
Event Types	4
Lecture (One event, one subject)	4
Seminars (One event, multiple subjects, non-concurrent).....	4
Conferences (One event, multiple concurrent sessions)	4
Recurring Events (Same event presented multiple times).....	4
Enduring Media	5
Presentation and Author Participation—A Special Note to Sponsors.....	6
 POLICIES	 7
Credit.....	7
Educational Activities Not Requiring AHRA Approval	7
Educational Activities Not Eligible for ARRT Approval	8
ARRT Category B Credits	8
State-Specific Requirements.....	8
Fee Schedule	9
Advertising and Promotion	10
Credit Audit, Denial, Revocation	10
Appeal Process	10
 VERIFYING ATTENDANCE AND EVALUATION OPTIONS	 11
Verification of Attendance and Evaluation: The AHRA Way.....	11
 APPENDIX.....	 12
Application for Evaluation of Enduring Media.....	13
Application for Evaluation of Lectures, Seminars and Recurring Educational Events ..	14
Faculty Credentials Form	15
Objectives & Outline Form	16
CE Evaluation Release Form	17
Sample Documentation.....	18
AHRA's Rapid Review™ Order Form.....	19

Sponsor Requirements

To have an educational event evaluated for ARRT Category A continuing education (CE) credit by the American Healthcare Radiology Administrators (AHRA), the sponsor must:

- 1) Design the educational event to meet the ARRT's definition of a continuing education activity.** ARRT's definition of a continuing education activity is as follows:

A learning activity that is planned, organized and administered to enhance the professional knowledge and skills underlying professional performance that a technologist uses to provide services for patients, the public or the medical profession. In order to qualify as continuing education, the activity must be planned, organized and provide sufficient depth and scope of a subject area.

(ARRT Continuing Education Requirements for Renewal of Registration, July 2003.)

The sponsor must have their program approved by a Recognized Continuing Education Evaluation Mechanism (RCEEM).

AHRA reviews applications for continuing education based on the following eligibility requirements:

- a) The activity must relate to the radiologic sciences profession.
- b) The activity objectives must be attainable given the scope of the subject as described in the outline, and the time frame specified (if applicable).
- c) The faculty must have credentials relevant to the topic presented.

- 2) Apply for evaluation by AHRA.**

- a) A complete Application for Evaluation (*included in the Appendix*) must be submitted to AHRA at least 15 business days before the educational event. Applications submitted less than 15 days before the event may not be reviewed. Incomplete or unreadable forms will be returned to sponsors for correction before processing.
- b) Attach all required documents as specified on the application and the payment form.
- c) Upon receipt of a complete application, AHRA will evaluate the event for CE credit, assign a reference number if approved and determine the number of credit(s) to be granted.

- 3) Verify attendance of participants at the educational event.**

- a) Use a mechanism that ensures the participant attended the required contact time for the event.
- b) Records must document participation by the attendee for possible verification at a later date.

- 4) Maintain list of attendees of the educational event with Social Security numbers or other identifier on file for a minimum of 3 years** following the event in order to validate participant's attendance. *The ARRT requires documents be kept by the technologist for one full year after the end of the biennium.*

- 5) Provide appropriate documentation to each participant of the educational event.**

- a) Documentation (certificate, letter, etc.) must include:
 - name of participant
 - date(s) of attendance
 - title of the activity
 - number of assigned CE credits
 - name of sponsor
 - signature of the instructor or an authorized representative of the sponsor issuing the documentation
 - a reference number
 - the start and expiration dates of the program approval must be identified
- b) Sample documentation is included in the Appendix.

- 6) Evaluate the educational event and send a summary of the evaluations** to the AHRA along with a list of participants, including name, address, and phone number **within 60 days** of the educational event.

Lecture (One event, one subject)

\$40 per lecture

This category refers to a one-time educational event in which only one subject is discussed in a contained time frame. The approval period is for the time frame (i.e. two hours, four hours) of the lecture only. The provider will submit an Application for Evaluation with the necessary attachments and appropriate fee (see Fee Schedule in this packet).

Providers must furnish each participant with documentation of participation (certificate or letter). Sample documentation is included in the Appendix.

Seminars (One event, multiple subjects, non-concurrent)

\$50 per day

This category refers to a one-time educational event. This educational event may contain one or several non-concurrent presentations in a contained time frame, and may be submitted one of two ways at the sponsor's option:

1. As individual sessions. Participants are eligible to receive credit for the approved portion(s) of the seminar in which they participate. An Application for Evaluation form is submitted for each session of the seminar with appropriate fee (per day fee covers all applications of this type for a single day).
2. As a whole program. This option requires that all participants attend the entire seminar. Partial credit cannot be granted and sponsors are responsible for verifying that the participant attended the entire seminar. One Application for Evaluation form is submitted for the entire seminar.

The approval period is for the time frame (i.e. four hours, one day) of the seminar only. The provider will submit one or several Application(s) for Approval with the appropriate fee (see Fee Schedule in this packet).

Providers must furnish each participant with documentation of participation (certificate or letter) for each session the participant received credit for. Sample documentation is included in the Appendix.

Conferences (One event, multiple concurrent sessions)

\$25 + \$10 per session

This category refers to a one-time educational event with multiple concurrent sessions. An Application for Evaluation must be submitted for **each** individual session. The approval period is for the time frame (i.e. two days) of the conference only. One Application for Evaluation may be submitted for sessions that are to be repeated during the conference. The provider will submit one or several Application(s) for Approval with the appropriate fee.

Providers must furnish each participant with documentation of participation (certificate or letter) for each session in which the participant earned credit. Sample documentation is included in the Appendix.

Recurring Events (Same event presented multiple times)

\$90 per year

This category is used in cases where the same event is presented multiple times in one year. A recurring educational event is granted approval for a period of 12-months and is renewable. The event can be repeated an unlimited number of times for the annual fee. Sponsors provide AHRA with a complete schedule for the educational event and must inform AHRA of changes or additions to this list. Multi-year pricing options are available; see Fee Schedule for details.

Providers must furnish each participant with documentation of participation (certificate or letter) for each session the participant received credit for. Sample documentation is included in the Appendix.

Enduring Media

\$90 per year for 0.5-1 credit, \$140 per year for 1.5-3 credits

Enduring media are directed readings, home studies, self-study programs, books, audiotapes, videotapes, CD-ROMs, computer software, and Internet-based learning experiences. Complete a separate Application for Evaluation form for each enduring medium. Media will only be considered for approval if you are the developer of the media or have permission from the developer to seek independent approval. The Application for CE Evaluation Release Form may be used to document permission from the developer. Media are approved for one year or two years. Price depends on number of credits sought, multi-year pricing options are available; see Fee Schedule for details.

A copy of the media, any study materials or documents, the post-test and answer sheet must accompany the Application for Evaluation. Media submitted will be maintained by AHRA for reference and evaluation purposes only and will NOT be returned (*after the approval period ends, the media may be returned to the sponsor. Please request this at the time of application*).

The post-test shall consist of matching, multiple choice or fill-in-the-blank questions. Post-test answers may not be published until after the expiration date of the approval. Grading of the post-test is the responsibility of the publisher/developer of the media.

CE credits will be awarded based on the time spent to complete the learning portion of the activity only. The primary purpose of the post-tests is verification of participation and they are NOT considered a learning activity and will not be awarded CE credit. Further, answers to the post-test should not be released.

Participants must receive a passing score of **75% or better**. The following identifies the MINIMUM number of post-test questions for media requiring various amounts of time to complete:

<u>Credit</u>	<u>Time required to complete the media and take the post-test</u>	<u>Number of questions required for the post-test</u>
0.5 CE	30-49 minutes	10 questions
1.0 CE	50-74 minutes	20 questions
1.5 CE	75-99 minutes	25 questions
2.0 CE	100-124 minutes	30 questions
+0.5 CE	124 minutes or more	Add 5 questions for each additional half-credit expected

Providers of enduring media must furnish each participant with documentation of participation (certificate or letter). Sample documentation is included in the Appendix.

Presentation and Author Participation

A Special Note to Sponsors

CE Credit for Speakers

In planning and providing lecture, seminar and conference continuing education activities, sponsors should be aware that technologists who present an ARRT Category A approved presentation are eligible to receive credit for developing this presentation. Sponsors may find it helpful to share this information with speakers who are technologists and who require CE credit to maintain registration.

According to ARRT, presentations are “an educational activity in which the presenter develops and orally presents a topic.” “Inservice presentations that are general in content and apply to a wide audience of technologists would be considered a CE activity. Inservice presentations that are specific to a facility will **not** be awarded CE credit.” (ARRT *Continuing Education Requirements for Renewal of Registration*, July 2003.)

“With proper documentation, 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. Two 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. This total must not exceed 12 credits per biennium.” (ARRT *Continuing Education Requirements for Renewal of Registration*, July 2003.) For example, a presenter would receive two credits for a one-hour presentation or six credits for a three-hour presentation. If the presentation has multiple presenters, ARRT will award credit based on the portion of the lecture each presenter prepares.

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 by the technologist to ARRT when renewing registration.

CE Credit 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 are eligible to receive ARRT credit 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 by ARRT and should be submitted by the technologist to ARRT when renewing registration.

Credit

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 Requiring AHRA Approval

The following activities do NOT require approval by AHRA because activities already eligible for ARRT recognition do not require additional approval. This includes:

- Activities **approved by a state regulatory agency** if it is mandated by law to evaluate continuing education activities for licensing purposes. States with licensing agencies that at present meet ARRT criteria are Florida, Illinois, Iowa, Kentucky, Massachusetts, New Mexico, Oregon, and Texas. Personnel participating in continuing education which is only approved by a state licensing agency who are not licensed by that state are ineligible for ARRT Category A credit. For example, a technologist from Missouri who takes a course approved by the Illinois Department of Nuclear Safety is not eligible for ARRT Category A credit unless the course is also approved by an ARRT RCEEM, such as AHRA.
- **Activities that meet ARRT's definition of an Approved Academic Course** (*"A formal course of study that is relevant to the radiologic sciences and/or patient care and is offered by a post secondary educational institution accredited by a mechanism recognized by the ARRT. Relevant courses in the biological sciences, physical sciences, radiologic sciences, health and medical sciences, social sciences, communication (verbal and written), mathematics, computers, management, or education methodology will be accepted."* ARRT Continuing Education Requirements for Renewal of Registration, July 2003.)
- **CPR Certification** through the Heart Association, the Red Cross, or the American Safety and Health Institute.

Please be aware that ARRT allows for the awarding of credit for educational activities meeting the above criteria. Refer to the ARRT's Continuing Education Requirements for Renewal of Registration, July 2003, available from ARRT or ARRT's web site at <http://www.arrt.org> for information.

Please note: Effective January 1, 2003 for courses completed after January 1, 2003, ARRT no longer grants Category A credit solely on the basis of approval by the American Medical Association (AMA) or the American Nurses Credentialing Center (ANCC). Such courses may apply for Category A credit from a RCEEM.

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.

ARRT Category B Credits

ARRT currently permits technologists to receive up to 12 CE credits during the biennium from Category B educational activities. ARRT defines a Category B activity as those educational activities that meet ARRT requirements for subject matter, content, quality, and time but **have not been approved by a RCEEM**. Technologists are responsible for providing ARRT with sufficient documentation to verify that the educational activities for which the individual seeks ARRT Category B credit at the time of renewal.

AHRA will only evaluate educational activities for which ARRT Category A continuing education credit is desired.

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.

Fee Schedule

The following fee schedule should be followed when applying to AHRA for ARRT Category A CE credits. Fees must be pre-paid (for options, please see the payment form in the Appendix).

Activity	Length of Approval	Processing Fee *
Lecture: A one-time educational event in which only one subject is discussed in a contained time frame.	The approval period is for the time frame (i.e. two hours, four hours) of the lecture only.	\$40 per lecture
Seminar: A one-time educational event that may contain one or several non-concurrent presentations in a contained time frame.	The approval period is for the time frame (i.e. four hours, one day) of the seminar only.	\$50 per day
Conference: A one-time educational event with multiple concurrent sessions.	The approval period is for the time frame (i.e. two days) of the conference only.	\$25 plus \$10 for each session
Recurring Event: The same event is presented multiple times in one year. The event can be repeated an unlimited number of times for the annual fee.	A recurring educational event is granted approval for a period of 12-months and is renewable.	\$90 per year, \$230 for 3 years
Enduring Media: Directed readings, home studies, self-study programs, books, audiotapes, videotapes, CD-ROMs, computer software, and Internet-based learning experiences.	Media are approved for one year or two years.	0.5 - 1 credit: \$90 per year, \$160 for 2 years 1.5 - 3 credits: \$140 per year, \$250 for 2 years 3.5 - 6 credits: \$215 per year, \$390 for 2 years 6.5 - 9 credits: \$290 per year, \$520 for 2 years 9.5 or more credits: \$365 per year, \$660 for 2 years

* Fees are not refundable if CE credit is denied. AHRA reserves the right to change fees at any time.

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: Executive Director
Fax: 978-443-8046
Email: ecronin@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.



Appendix

Includes Forms

You may make copies of any of these forms for use in AHRA's Rapid Review™ Program.

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

Email: info@ahraonline.org

Application for Evaluation of Enduring Media

Sponsor Information

Sponsor Name _____
(publisher, developer, institution, or company)

Contact Person _____

Address _____

Address _____

City, State, Zip _____

Daytime Telephone _____ Fax _____ Email _____

Title: _____

Type of Enduring Media:

Domains (If applicable):

- Audioweb or Audioconference (with Media duplication)
- Directed Reading
- Self-study Program
- Videotape
- Audiotape
- CD-ROM
- Computer Software
- Internet / Online

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

Attachments

- 1) Include the media (reading material, videotape, audiotape, CD-ROM, software, Internet address and access information, etc.). Please be aware that AHRA will keep one copy of the enduring material.
- 2) Include all user documents (objectives, instructions, post-test, answers to post-test)
- 3) Faculty Credentials Form (*included in the Appendix*) or curriculum vita for the author/developer
- 4) CE Evaluation Release Form (*included in the Appendix*)
- 5) Payment payable to AHRA (see Fee Schedule for appropriate amount)



Return information and appropriate fee to:
ahra, 490-B Boston Post Road, Suite 101, Sudbury, MA 01776
Questions? Call 800-334-2472 or 978-443-7591

OFFICIAL USE ONLY		
Date Received _____	Date Returned _____	Approval Expiration _____
Reference Number _____	# Credits Awarded _____	
Authorized Signature _____		

Application for Evaluation of Lectures, Seminars and Recurring Educational Events

Sponsor Information

Sponsor (organization, company, institution) _____

Contact Person _____ Department _____

Address _____

City, State, Zip _____

Daytime Telephone _____ Fax _____ Email _____

Event Information

Title of educational event _____

If part of a larger meeting, name of meeting _____

Type of Event:

- Audioweb or Audioconference (one time, one event, one subject, no media duplication)
- Lecture (one event, one subject)
- Seminar (one event, multiple subjects, non-concurrent) PLEASE SELECT ONE:
 - An application for each session is submitted
 - One application is submitted for all sessions
- Conferences (one event, multiple concurrent sessions) – One application per session
- Recurring (same event presented multiple times) – attach list of dates/locations of event

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 *(or use form included in Appendix)*
- 2) Copy of program, brochure, or schedule
- 3) Faculty Credentials Form *(included in this Appendix)* or curriculum vitae for **each** faculty member
- 4) Payment in U.S. dollars made payable to AHRA (see Fee Schedule for appropriate amount)

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

OFFICIAL USE ONLY

Date Received _____ Date Returned _____ Approval Expiration _____

Reference Number _____ # Credits Awarded _____

Authorized Signature _____

Faculty Credentials Form

(Either use this form or submit Curriculum Vitae for each faculty member)

Faculty Information

Faculty Name _____

Degree / Certification(s) _____

Title _____

Institution/Corporation _____

Address _____

City, State, Zip _____

Daytime Telephone _____ Fax _____ Email _____

Educational Qualifications

Please describe.

Work Experience

Please describe.

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

CE Evaluation Release Form

This CE Evaluation Release Form is used to certify that the sponsor presenting the enduring media has produced and created the enduring media. It must accompany all enduring media learning activities (as described in this document) submitted to the AHRA for CE evaluation.

This form must contain an ORIGINAL signature and be submitted to AHRA. AHRA cannot accept a photocopy or fax of this signature form.

CE Evaluation Release

The undersigned has produced and created a learning activity titled _____

_____ which is submitted to the American Healthcare Radiology Administrators (AHRA) for evaluation for ARRT Category A continuing education credit. The learning activity includes certain printed, audio-visual and/or electronic media material, hereafter collectively referred to as "Work."

The undersigned, in consideration of AHRA's evaluation of the learning activity, warrants:

1. That he/she is the sole owner of the Work; and
2. That it contains no proprietary information or trade secrets of any third party and does not infringe on any existing copyright; or
3. In the event that such Work contains proprietary information, trade secrets or is copyrighted, the undersigned has received the express written permission to use such Work from all third-party owners.

The undersigned agrees to indemnify, hold harmless and to defend AHRA, its officers, directors, employees, agents and members from and against any and all lawsuits, claims, losses, damages, liabilities and judgments, including reasonable attorney's fees and court costs incurred by AHRA or any of its aforesaid affiliates arising out of any action brought by any third party concerning the aforesaid Work.

The original of this document shall be submitted to AHRA at 490-B Boston Post Road, Suite 101, Sudbury, Massachusetts, 01776.

Sponsor Name (Printed)

Date

Sponsor 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 _____

AHRA's Rapid Review™ Order Form

Event Evaluation	Number	Cost Each	Total
Lecture		\$40.00	
Seminar (Non-Concurrent Sessions)		\$50.00 / day	
Conference (Concurrent Sessions) (Base price)		\$25.00	
Conference (per session)		\$10.00	
Recurring—1 year period		\$90.00	
Recurring—3 year period		\$230.00	
Enduring Media (0.5-1 credit)—1 year period		\$90.00	
Enduring Media (0.5-1 credit)—2 year period		\$160.00	
Enduring Media (1.5-3 credits)—1 year period		\$140.00	
Enduring Media (1.5-3 credits)—2 year period		\$250.00	
Enduring Media (3.5-6 credits)—1 year period		\$215.00	
Enduring Media (3.5-6 credits)—2 year period		\$390.00	
Enduring Media (6.5-9 credits)—1 year period		\$290.00	
Enduring Media (6.5-9 credits)—2 year period		\$520.00	
Enduring Media (9.5+ credits)—1 year period		\$365.00	
Enduring Media (9.5+ credits)—2 year period		\$660.00	
Promotional Opportunities			
Advertise in <i>Link</i>		Contact AHRA [†]	
Advertise in <i>Convention Daily</i>		Contact AHRA [†]	
Webvertise at www.ahraonline.org		Contact AHRA [†]	
Advertise in <i>Radiology Management</i>		Contact AHRA [‡]	
Rent AHRA's Membership Mailing List		Contact AHRA [†]	
TOTAL ORDER			\$

*** Fees are not refundable if CE credit is denied. AHRA reserves the right to change fees at any time.**

[†] For information and pricing options for advertising in *Link* and *Convention Daily*, webvertising at www.ahraonline.org or AHRA Membership Mailing List rental, go to www.ahraonline.org, contact Karen Guy at 978-443-7591 or email link@ahraonline.org.

[‡] For information and pricing options for advertising in *Radiology Management*, go to www.ahraonline.org, or email radiologymanagement@ahraonline.org.

Payment in US dollars is due with your order.

SHIPPING ADDRESS (if Billing Address is different, please indicate below)	PAYMENT INFORMATION
Name	Date Submitted
Title/Department	Payment By (select one)
Organization	<input type="checkbox"/> Check <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Street Address (no PO Boxes, please):	Credit Card # _____
	Expiration Date _____ CVV: _____
City/State/Zip	Signature as it appears on the credit card
Telephone Number	BILLING ADDRESS
Fax Number	Billing Contact Name
	Address
	City, State, Zip
	Phone