

The intent of recertification is to encourage all certificants of the American Chiropractic Board of Radiology to:

- Enhance their expertise in the field of radiology annually;
- Keep current in their skills;
- Practice in a contemporary manner;

This means that serious professionals must make a commitment to ongoing learning, testing and involvement in their chosen fields of expertise to make sure that their certifications remain meaningful and relevant.

### Recertification Process

Article I. Certificants may gain recertification by either of 2 methods. The fulfillment of certain educational activities or requirements, or retaking and passing an ACBR certification examination.

#### Section 1.01 Continuing Educational Process

- (a) The ACBR grants educational credits to certificants for participation in educational activities. The educational activities must meet certain criteria as described later in this policy document. The ACBR has established that the certificant must accumulate a minimum of 60 educational credits over a period of five years to gain recertification status.
  - (i) For those doctors certified prior to July 2003, the initial period under this policy is to commence July 1, 2003 and end June 30th, 2008.
    - a) This means that all continuing educational activities must occur during this period to be acceptable for educational credits. Any credits in excess of the minimum requirements may not be applied to the next or previous 5-year periods.
    - b) All individuals certified after 2003 will begin their 5-year cycle on July 1<sup>st</sup> of the year following initial certification.
  - (ii) The continuing educational credits will be submitted to and maintained by the ACBR.
    - a) An Educational Credit tracking form will be available online at the ACBR website. This form should be utilized by the certificant to itemize, and submit educational credits to the ACBR.

- b) The ACBR will maintain individuals' continuing educational credits, however, the certificant should retain records of all educational activities, as well as copies of all forms and credits submitted to the ACBR
    - i) All educational activity documentation should be sent to the ACBR annually with the maintenance fees.
    - ii) The ACBR reserves the right to request additional information or clarification on any educational program or activity before credits are granted.
  - (iii) The administrative fees for recording, maintaining and reporting educational credits are as follows:
    - a) An annual maintenance fee of \$100.00 will be assessed, due by June 30 of that year.
      - i) All checks should be made payable (in U.S. funds) to the ACBR
    - b) All fees are subject to change and will be reevaluated by the ACBR on a yearly basis.
    - c) The ACBR may also consider requests for alteration of fee structure, or recertification requirements based upon individual, specific circumstances. The ACBR retains the authority to, upon thorough investigation of circumstances, grant or deny alteration of any fees or requirements.
  - (iv) The ACBR reserves the right to deny credit to educational programs or activities which are not deemed acceptable, based upon the criteria contained in this document. All educational activities are subject to review by the ACBR prior to acceptance for recertification credit. Certificants are strongly urged to notify the ACBR prior to participating in any educational activities that have not been previously reviewed for recertification credit approval and valuation.
- 1) General guidelines for acceptable educational activities.
- a) **Educational Activities.** This group includes but is not limited to the attendance at formal academic courses or seminars designed to further the knowledge base of the certificant in the field of diagnostic imaging.
    - i) Such examples would include:
      - i. American Chiropractic College of Radiology fall symposium (12 credits),
      - ii. Council on Diagnostic Imaging Symposium (12 credits),
      - iii. Radiologic Society of North America Symposium (1 credit/lecture hr)\*\*.

\*\* (Note that only RSNA **lecture** hours will be granted credit and documented proof must be submitted to the ACBR)

- b. The ACBR will establish an “accepted seminars” list as they are reviewed, to be posted on the website and will be based upon specific criteria:
  - i. Relevance of the educational material to diagnostic imaging.
  - ii. Monitoring and documentation of attendance for the activity.
  - iii. Instructor competency. The instructor must possess sufficient expertise and credentials to instruct the educational activity.
- ii) Other pre-approved educational course work, including but not limited to, online or CD courses, or other forms of coursework that do not involve attendance at a formal lecture will be evaluated on a case-by-case basis.
  - a. Course syllabi / CME documentation should be submitted for evaluation prior to taking the course to verify / guarantee acceptance and credit valuation.
    - i. This coursework shall be CME established courses designed for radiologists to receive consideration
- b) **Publications and Scientific Papers.** This group includes the authorship, development and presentation of scientific papers, posters, or chapters related to the topic of diagnostic imaging.
  - i) The definition of “original scientific paper” is one that contains a search of the relevant literature, attaches references and contains original data gathered by the author
    - i. Credit for original work will be given on a case by case basis but will range from 6 to 10 credits.
    - ii. Case presentations will be valued on a case by case basis and will range between 4 to 6 credits.
  - ii) A copy of the paper/publication should be submitted to the ACBR for evaluation, approval and credit valuation.

- c) **Professional Services and Contributions.** This includes participation on specific committees that involve the development, application or evaluation of materials designed to enhance the knowledge base of diagnostic imaging. Teaching of graduate or post-graduate coursework would also be considered for approval and valuation.
  - i) Such examples would include but are not limited to:
    - a. active membership in the ACBR Delphi committee (6 credits)
    - b. acceptance of written questions by the ACBR for part 1 examination (20 accepted questions / credit)
    - c. acceptance of radiographic cases by the ACBR for part 2 examination (1 credit/accepted radiographic case with references).
    - d. Development of post-graduate lectures in radiology.
      - i. The development of post-graduate radiology courses/lectures shall receive recertification credit of 2 credits/lecture hour for the original work.
      - ii. Subsequent use of the same work shall not receive additional credit.
      - iii. Work must be submitted to the ACBR for evaluation and acceptance.
- d) **Miscellaneous**
  - i) Editorial work
    - a. Editorial work for accepted publications will receive credit at the discretion of the ACBR.
  - ii) Supervisory / Residency training
    - a. Faculty involved in training of residents shall receive recertification credit.
      - i. Submittal of a written credit request to the ACBR is necessary. This letter should be signed by both the supervisor/instructor as well as the resident(s).

### Section 1.02 Certification Examination Retest

- (a) Recertification requirements may be fulfilled by the successful passing of the ACBR examinations (Part 1 & 2) within an acceptable timeframe.
  - (i) Information regarding the policies, deadlines, fees and location of the examinations are applicable and can be found at the ACBR website.

### Section 1.03 Inability to Meet Recertification Standards

- (a) Any certificant who fails to meet the established standards for recertification within the designated time period will be placed on “inactive status”.
  - (i) Inactive certificants are prohibited from identifying themselves as certified by the ACBR either in print or in person. This prohibition will remain in effect until such time as recertification has been successfully gained as determined by the ACBR.
    - 1) The certificant must apply for recertification status within 6 months of inactive status. If the certificant does not successfully complete recertification within this time frame, further action may be pursued.
    - 2) The ACBR retains the right to seek decertification of any certificant who does not successfully complete appropriate recertification within the designated time period. The Board of Directors of the ACBR will evaluate the circumstances upon which decertification is sought on a case-by-case basis.
- (b) If decertified, the certificant may regain certification status by:
  - i) Attaining the minimum educational credits for recertification (60 credits) plus an additional 30 educational credits for every year the certification has been lapsed.  
  
Or
  - ii) By successfully passing the ACBR examinations (Part 1 & 2).

- (c) The ACBR may recognize any certificant in good standing that has withdrawn or retired from active practice. The ACBR should be notified immediately upon withdrawal from practice or retirement. The certificant will be placed on a “retired” status list. Such certificants may retain retired status and may apply for reactivation of their designation to the ACBR, as described in section 1.03 (b). The Board of Directors of the ACBR will evaluate such requests on a case-by-case basis.