



July 2016

Important Notice: Changes to CCI Continuing Education Submission Policy Effective Immediately

Beginning with the December 31, 2016 triennial renewals, CCI will no longer require submission of continuing education activity documentation for all credential holders. There is no change to the required amount of continuing education units.* CCI now requires all registrants to attest to compliance to the continuing education policy, attest to the Code of Ethics policy, and pay renewal fees. The new attestation of continuing education compliance statement is included on the renewal invoice.

Registrants are not required to submit continuing education documentation unless notified by CCI to do so. It is recommended that ALL credential holders maintain continuing education documentation through the next triennial renewal cycle end date. CCI reserves the right to request these documents.

The Audit Process is as follows:

- During each triennial cycle an audit will be conducted on a randomly selected sample of active registrants to verify continuing education compliance.
- Up to six (6) months prior to the triennial cycle end date, selected registrants will be notified via email and mail with instructions on how to submit evidence of continuing education activities for the triennial cycle.
- Submitted CEUs will be reviewed and compliance status will be determined and recorded. CCI may request additional information or clarification of a specific program or activity prior to final acceptance.
- Compliance will be reflected on the registrant's CEU Tracker. Final audit results will be recorded no later than ten (10) business days following receipt of all required CEUs. Non-compliance notifications will be sent via email or mail.
- Evidence of continuing education activities must be submitted by the end of the triennial cycle.
- Registrants not in compliance, including those who did not respond to the audit email and mail notifications, will have credential status changed to inactive. Audit results may be appealed following CCI's Appeals procedure.
- It is the registrant's responsibility to verify CEUs were received and to check the CEU Tracker. CCI does not notify of unacceptable CEUs that are submitted.

*As a reminder, the total number of CEUs required in a triennial cycle for Registry-Level Registrants (ACS, RCES, RCIS, RCS, RCCS, RPhS, and RVS) is thirty-six (36) CEUs. Thirty (30) of these CEUs must be cardiovascular-related.

The total number of CEUs required in a triennial cycle for Certificate-Level Registrants (CCT and CRAT) is sixteen (16) CEUs.

(continued on reverse)

CCI will ACCEPT the following types of continuing education activities that are approved by the following accrediting bodies:

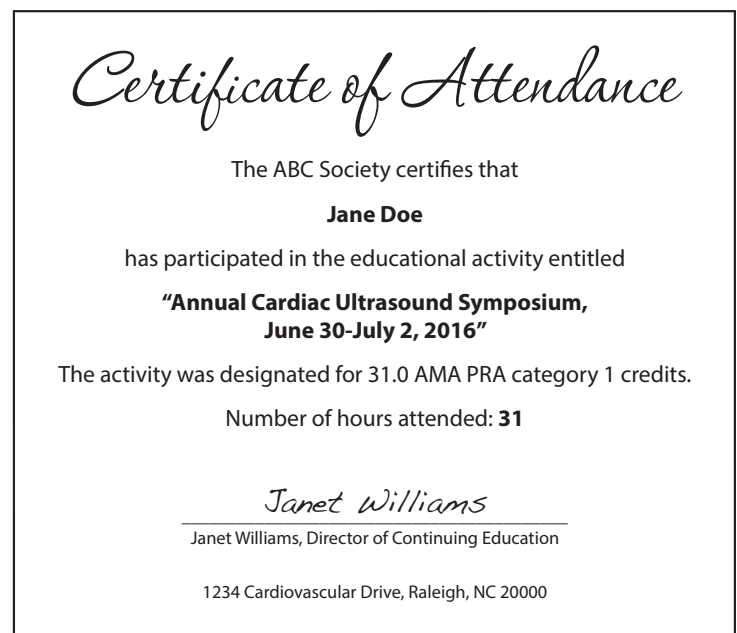
- Category 1 – Continuing Medical Education (CME) Units from Accredited Sponsors of the Accreditation Council for Continuing Medical Education (ACCME),
- Category 1 – Continuing Medical Education (CME) Units from the American Medical Association (AMA),
- Category A – Contact hours from Accredited Providers of Continuing Education in Nursing by the American Nurses Credential Center (ANCC) or one of its Accredited Approvers,
- Category A – Contact hours from organizations that utilize the American Registry of Radiologic Technologists (ARRT) Recognized Continuing Education Evaluation Mechanism (RCEEM),
- Continuing Education Contact Hours from State Boards of Registered Nursing (BRN)-approved Continuing Education Providers (CEPs)

CEU certificates MUST state:

Name of Individual, Name of Activity, Number of CEU Credits Earned, Name of Accrediting Body, and Date Completed.

CEUs WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION.

Please note that CEU transcripts will not be accepted without certificates including information like this sample and/or a full description of each activity on the transcript.



Sample Certificate

CEUs for audit may be submitted by:

1. **Mail** – Please mail copies of CEU certificates to: Attn: CCI Registrant Services 1500 Sunday Drive, Suite 102 Raleigh, NC 27607. You will not receive confirmation of CEU submissions. It is your responsibility to log into your CCI Online Account and check your CEU Tracker.
2. **Fax** – CEU Dedicated Fax Line: (919) 882-8787. Use the CEU Fax Cover Sheet for all submissions. When sending multiple pages, please send as one fax. CEUs should be submitted to CCI through the above CEU Fax Line. CEUs submitted to any other fax line WILL NOT BE ACCEPTED. Please allow up to ten (10) business days for CEUs to be received and added to CEU Tracker. You will not receive confirmation of CEU submissions. It is your responsibility to log into your CCI Online Account and check your CEU Tracker.
3. **Email** – Scan and email to CEUS@cci-online.org. Please allow up to ten (10) business days for CEUs to be received and added to CEU Tracker. You will not receive confirmation of CEU submissions. It is your responsibility to log into your CCI Online Account and check your CEU Tracker.

This notice and any updates will be posted on the CCI website: www.cci-online.org.