



## **Certified Radiology Administrator (CRA) Continuing Education Credits Renewal Guidelines**

### **Maintaining the CRA Credential**

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The RACC requires 36 qualifying continuing education credits (CEC) every 3 years to renew CRA certification.

Continuing education credits for the CRA credential must relate to management-level skills and knowledge in one or more 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

A detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [www.CRAinfo.org](http://www.CRAinfo.org), under the Current CRAs>CRA Renewal tab.

No more than 18 credits used on each renewal can be applied in any one domain. There is no *minimum* credit per domain requirement and no domain distribution requirement beyond this 18 credit per domain maximum.

### **Renewal Dates and Deadlines**

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Prior to a CRA's renewal deadline, the RACC sends an electronic letter containing CRA renewal documents and instructions. Tracking sheet and instructions are also available on our website, [www.CRAinfo.org](http://www.CRAinfo.org), under the Current CRAs>CRA Renewal tab. It is the *sole responsibility* of each CRA to submit CRA recertification documents in accordance with RACC requirements.

CRAs have the option of taking and passing the CRA exam again or submitting continuing education credits for recertification to maintain the credential.

The CRA renewal deadline is 3 years from the end of the month in which a candidate passed the CRA examination and every 3 years thereafter.

Credits used for a CRA's first renewal must be earned during the 3 year period following the first day of the month in which the CRA examination is passed. Subsequent renewals must use credits earned during the subsequent 3 year periods, with same start and end dates.

Example:

Test Date: July 8, 2007

First renewal due: July 31, 2010

With credits earned between July 1, 2007 and June 30, 2010

Second renewal due: July 31, 2013

With credits earned between July 1, 2010 and June 30, 2013

Third renewal due: July 31, 2016

With credits earned between July 1, 2013 and June 30, 2016

Fourth renewal due: July 31, 2019

With credits earned between July 1, 2016 and June 30, 2019

## **First Renewal**

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Candidates who have successfully passed the CRA examination will be awarded 12 CRA continuing education credits on their first renewal. The 12 credits will count towards the 36 credits necessary to maintain the CRA credential in the first triennium and do *not* count toward the 18 credit per domain maximum.

## **Audited Renewals**

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The RACC audits a representative sample of renewals for each renewal period.

CRAs whose renewals are selected for audit and require documentation for that audit will receive a letter from our office after the initial renewal submission requesting appropriate documentation for the CEU used on the renewal tracking sheet. Copies or original documentation are acceptable.

CRAs who are not able to pass the audit will be stripped of their CRA credential and must retest to regain their CRA status. Renewal fees will not be refunded.

## **Qualifying Continuing Education Activities**

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CRA continuing education credits can be earned from a variety of providers and may include educational offerings from professional organizations, facility in-service education, and college or university coursework. Under specific conditions, developing lectures or authoring books or articles may also earn credit toward CRA Renewal.

- **CRA Pre-approved CEC:**

As a service to CRAs, continuing education providers can apply for CRA domain certification for their continuing education credits—these CEC have been determined to meet all CRA renewal requirements in the approved domain(s).

A list of all CEC that have been pre-approved for CRA renewals for the previous 3 years is maintained on our website, [www.CRAinfo.org](http://www.CRAinfo.org), under the Current CRAs>CRA Renewal tab.

All CEC opportunities sponsored by AHRA have been evaluated for CRA domain and these domains (where applicable) are listed in AHRA's promotional materials and on AHRA's CE Letters.

- **CEC Activities That Are Not CRA Pre-approved:**

Credits that have not been pre-approved for CRA renewal credit may be acceptable if they meet CRA renewal requirements. The course topic must relate to management-level skills and knowledge in one or more of the 5 management domain (content) areas tested on the CRA examination (a detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [www.CRAinfo.org](http://www.CRAinfo.org) under the Current CRAs>CRA Renewal tab).

The following documentation is required for CEC that are not CRA pre-approved and must be furnished for renewals that are selected for audit:

- Name of participant
- Title of activity
- Date of activity
- Content of presentation (may be a separate course description)
- Number of contact hours (or CE when published hour to CE conversion information is available)
- Name of sponsor
- Signature or emailed statement of authorized representative or instructor

Additionally, if your renewal is selected for audit, a course description may also be required to verify CRA domain or topic applicability.

For courses in this category' continuing education credit is granted based on contact hours as follows:

- 15-29 minute activities earn 0.25 CE credits
- 30-44 minute activities earn 0.50 CE credits
- 45-49 minute activities earn 0.75 CE credits
- 50-60 minute activities earn 1.00 CE credit

Activities less than 15 minutes earn no credit. Activities longer than one hour are assigned whole or partial CE credit based on the guidelines above for minutes above whole hour(s).

- **College and University Credit:**

Credits from college and university courses may be acceptable if they relate to management-level skills and knowledge in one or more of the 5 management domain (content) areas tested on the CRA examination (a detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [www.CRAinfo.org](http://www.CRAinfo.org) under the Current CRAs>CRA Renewal tab).

A grade of C or better (or “Passed” designation for Pass/Fail courses) is required to receive credit for an academic course.

***CEUs for college classes are granted as follows:***

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

However, CRAs should note that the **18 CEU per domain maximum** applies for all CEC including college and university classes.

College and University courses must be completed during the CRA’s most recent triennium credit earning period—course start date does not determine which triennium a course falls under.

If your CRA renewal is selected for audit, you will be required to submit a copy of your grade report or transcript showing course grade issued and credits granted by the college or university. A course description may also be required to verify CRA domain or topic applicability.

- **CEUs for Speakers:**

A CRA that is a presenter may receive CE credits for the **development** of a presentation that has been evaluated and preapproved for **CRA renewal credit**.

Presentation topics must relate to management-level skills and knowledge in one or more of the 5 management domain (content) areas tested on the CRA examination (a detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [www.CRAinfo.org](http://www.CRAinfo.org) under the “CRA Renewal” tab).

3 CE credits are awarded for the development of **each contact hour** of lecture. No CE credit will be awarded for the actual presentation.

Each presentation can only be used once for credit.

Proper documentation for audited renewals includes a copy of the program brochure with the name of the speaker(s) and a copy of the course content summary.

- **CEUs for Authors**

Authors of peer reviewed professional journals (such as those journals found in *Index Medicus*), home-studies and directed readings that have been preapproved for CRA renewal credit, textbooks or a textbook chapter may receive CE credit toward CRA renewal as follows:

- 24 credits for authoring an original textbook
- 4 credits for authoring an original textbook chapter
- 4 credits for revision to an original textbook
- 1 credit for revision to a textbook chapter
- 4 credits for authoring a directed reading published in a peer reviewed professional journal or other self-learning activities approved for preapproved for **CRA renewal credit**
- 2 credits for publication of a scholarly paper in a peer reviewed periodical such as those journals found in *Index Medicus* (e.g. AHRA's *Radiology Management*, ASRT's *Radiologic Technology*)

Textbooks, chapters, directed readings, self-learning activities, and published papers must relate to management-level skills and knowledge in one or more of the 5 management domain (content) areas tested on the CRA examination (a detailed list of the domain tasks and associated skills and knowledge sets listed by domain is available on our website, [www.CRAinfo.org](http://www.CRAinfo.org) under the "CRA Renewal" tab).

If your renewal is selected for audit, 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 will be required. A published summary or additional pages of the authored piece may also be required to verify CRA domain or topic applicability.

- **CEUs for Completion of Other Administrative Certifications:**

RACC will award 12 CEUs for the completion and award of advanced administrative credentials **through specific professional organizations**. Approval of such advanced administrative credentials shall be granted by the RACC upon its acceptance of the credential as an advanced managerial and/or administrative that attests to a level of professionalism and experience as offered by the CRA.

At this time, the initial certification of the following exam-based advanced administrative credentials has been approved by the RACC and awarded twelve (12) CEUs:

- Certified Imaging Informatics Professional (CIIP)
- Fellow of American Academy of Medical Administrators (FAAMA)
- Fellow American College of Healthcare Executives (FACHE)
- Project Management Professional (PMP)

For further information, please see RACC policy 3.05(1.1), downloadable from our website, [www.CRAinfo.org](http://www.CRAinfo.org), under the "Contact" tab.

If your renewal is selected for audit, documentation of certification will be required.

## **Non-Qualifying Continuing Education Credit**

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Continuing education credit will not be granted for any activity where acceptable documentation is unavailable.

## **Tracking Continuing Education Credit**

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It is the responsibility of the individual CRA to maintain continuing education credit records on a CRA Continuing Education Tracking Form for CE activities not sponsored by AHRA. The form is available for download in a choice of file formats on the CRA Web site, [www.CRAinfo.org](http://www.CRAinfo.org), under the Current CRAs>CRA Renewal tab.

Credits earned through AHRA will be printed in our office and do not need to be submitted on a tracking sheet. However, it is the responsibility of the individual CRA to verify that all credits used toward CRA Renewal from all sources meet the CRA renewal requirements and that the total number of CE earned through all sources is sufficient to renew the credential.

## **Submitting Continuing Education Credits**

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CRA Continuing Education Tracking Form and renewal fee of \$175.00 should be submitted to:

RACC/AHRA  
Attn: CRA Renewals  
490-B Boston Post Rd. Suite 200  
Sudbury, MA 01776  
Fax: (978) 443-8046

Renewal fees may also be paid online by following the link on the CRA website, [www.CRAinfo.org](http://www.CRAinfo.org), under the Current CRAs>CRA Renewal tab. Checks should be made out to "AHRA."

Should you need any additional information, please contact us at (978) 443-7591 or email: [KKeeler@CRAinfo.org](mailto:KKeeler@CRAinfo.org).

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**Please see the CRA website at [www.CRAinfo.org](http://www.CRAinfo.org) for electronic versions of renewal forms and other helpful information.**