MDCB RFE Submission Instructions

The MDCB accepts requests for evaluation (RFE) submissions for applications training courses, courses/lectures/seminars, webinars, self-study activities, directed journal readings, review courses, and multi-day or multisession activities.

- RFEs should be submitted 30 days in advance of the activity presentation. RFEs submitted less than 10 days before the activity start date will be rejected. No RFEs will be accepted after an event has taken place.
- All MDCB-approved activities are awarded ARRT Category A credits.
- In accordance with ARRT RCEEM guidelines, providers are required to submit attendance rosters/sign-in sheets, or attendee evaluations following delivery of the CE activity to confirm practitioner participation. CE providers that are noncompliant with RCEEM guidelines will be sanctioned and may be denied evaluation of activities.

Applications Training Courses, Courses/Lectures/Seminars, Review Courses, and Self-Study Activities

Credits requested should be based on the following criteria:

less than 15 minutes	0 credit
15 – 29 minutes	.25 credit
30 – 49 minutes	.5 credit
50 – 74 minutes	1.0 credit
75–89 minutes	1.25 credits
90–104 minutes	1.5 credits
105–119 minutes	1.75 credits
> 120 minutes	Credit assessed will be based on 1 CE per 60 minutes and rounded down to the nearest 1/4 hour for any CE equal to or less than .25 credit.

Please upload the following:

- An objective or abstract of the presentation. If you have multiple documents for the objectives and/or abstract, please consolidate them into a single document.
- Presenter profile(s). Information about the presenter should include name, presenter's organization affiliation, position, and credentials held. Full CVs are not required. If there are multiple presenters, please combine profiles into one document.
- A program agenda (optional).
- Quiz questions for self-study activities and activities being delivered remotely. For 1/4 contact hours, three (3) questions are required. Five (5) questions are required for every 1/2 contact hour. Zoom logs, polling, evaluations, etc. will NOT serve as acceptable verification. Questions should be developed by the presenter and attendees must pass the quiz with a score of 75% or above in order to receive credit.

- For multi-day and multisession applications training courses, a .csv file (comma-delimited) using the template provided that lists the sessions/topics and the time allotted for each on a separate row. You MUST use the template provided to be considered.

Credit for Applications Training Courses will be limited to 8 CE credits per day. Credit is assessed for didactic, demonstration, and hands-on time only. CMDs can receive a maximum of 16 CE credits for applications training courses in any five-year CE cycle.

Only exam applicants are eligible to receive CE credit from review courses.

Directed Journal Readings

RFEs for directed journal readings must include:

- A copy of the journal article.
- A post-quiz with a minimum of 10 questions. Practitioners must demonstrate a score of 75% or better on the quiz to receive credit.
- Author profile(s). Information should include name, author's organization affiliation, position, and credentials held. Full CVs are not required. If there are multiple authors, please combine profiles into one document.

Multisessions

Credits requested should be based on the following criteria:

less than 15 minutes	0 credit
15 – 29 minutes	.25 credit
30 – 49 minutes	.5 credit
50 – 74 minutes	1.0 credit
75–89 minutes	1.25 credits
90–104 minutes	1.5 credits
105–119 minutes	1.75 credits
> 120 minutes	Credit assessed will be based on 1 CE per 60 minutes and rounded down to the nearest 1/4 hour for any CE equal to or less than .25 credit.

Please upload the following documents:

- A .csv file (comma-delimited) using the template provided that lists each of the sessions for your event on a separate row. You MUST use the template provided to be considered. Please do not alter the existing columns.

- A program guide that outlines the entire conference. This document must substantiate the objectives, content, and speakers for each session of the conference. Please limit the size of the document to 3.1 MB and remove all extraneous pages.
- Presenter profile(s). Information about the presenter should include name, presenter's organization affiliation, position, and credentials held. Full CVs are not required. If there are multiple presenters, please combine profiles into one document.
- Quizzes are required for activities being delivered remotely. Zoom logs, polling, evaluations, etc. will NOT serve as acceptable verification.
- For 1/4 contact hour, three (3) questions are required. Five (5) questions are required for every 1/2 contact hour. Questions should be developed by the presenter and attendees must pass the quiz with a score of 75% or above in order to receive credit.

Not all sessions may meet the criteria for CE credit approval. Sessions that do not meet the criteria for approval will not be assigned credits and will not be added to the system.

Webinars

Credits requested should be based on the following criteria:

less than 15 minutes	0 credit
15 – 29 minutes	.25 credit
30 – 49 minutes	.5 credit
50 – 74 minutes	1.0 credit
75–89 minutes	1.25 credits
90–104 minutes	1.5 credits
105–119 minutes	1.75 credits
> 120 minutes	Credit assessed will be based on 1 CE per 60 minutes and rounded down to the nearest 1/4 hour for any CE equal to or less than .25 credit.

Please upload the following:

- An objective or abstract of the presentation.
- Quiz questions. For 1/4 contact hours, three (3) questions are required. Five (5) questions are required for every 1/2 contact hour. A grade of 75% must be achieved on the quiz to earn CE credits.
- Presenter profile(s). Information about the presenter should include name, presenter's organization affiliation, position, and credentials held. Full CVs are not required. If there are multiple presenters, please combine profiles into one document.