

## MDCB RFE Submission Instructions

The MDCB currently accepts RFE submissions for journal readings, applications training courses, courses/lectures/seminars/webinars/self-study, review courses, and multi-day or multi-session activities.

- RFEs should be submitted 30 days in advance of the activity presentation. RFEs submitted less than 10 days prior to the activity will be rejected. No activities will be approved after an event has taken place.
- Presenter profiles must be submitted with all RFEs. Information about the presenters should include name, presenter's organization affiliation, position, and credentials held. Full CVs are not required.
- Multi-day or multi-session activities must be submitted on the CSV file provided in the instructions.
- Applications training courses will be limited to 8 CE credits per day. A maximum of 16 CE credits for applications training courses category can be approved in any one five-year CE cycle. Credit is assessed for didactic, demonstration and hands-on time only. Multisession applications training courses must be submitted on the CSV file provided in the instructions.
  - Units Applied For should be equal to Units the CMD will earn for each individual session. 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.

Self-study activities that do not require the study of long textbooks will be assessed at 2.5 credits.

- All MDCB-approved activities are awarded ARRT Category A credits. The MDCB, in accordance with ARRT RCEEM guidelines, will request documentation of practitioner participation in educational activities. CE providers found not to be compliant with the submission of required documentation will be sanctioned and may be denied evaluation of CE activities.
- **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.
- In accordance with ARRT RCEEM guidelines, following delivery of the CE activity, providers are required to submit attendance rosters/sign-in sheets or attendee evaluations. CE providers determined not to be in compliance with RCEEM guidelines will be sanctioned and may be denied evaluation of activities.

### **For RFE Primary:**

Self-study activities that do not require study of long textbooks will be assessed at 2.5 credits.

Credit for Applications Training Courses will be limited to 8 CE credits per day. Credit is assessed for didactic and demonstration time only. CMD's can receive a maximum of 16 applications training course CE credits in any five-year CE cycle from this category.

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.

The MDCB, in accordance with ARRT RCEEM guidelines, will request documentation of practitioner participation in educational activities. CE providers found not to be compliant with the submission of required documentation will be sanctioned and may be denied evaluation of CE activities.

**Quizzes are required for activities being delivered remotely.** 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.

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. If multiple presenters, please combine profiles into one document.
- A program agenda (optional).
- **Quiz questions for activities being delivered remotely.** For 1/4 contact hour, three (3) questions are required. Five (5) questions are required for every 1/2 contact hour.

### **For 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.

### **For multisessions:**

Please upload the following documents:

- A .csv file (comma-delimited) from the template [provided](#) that contains 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 profiles for all speakers in the conference (please combine into one document). Information about the presenters should include name, presenter's organization affiliation, position and credentials held.
- **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.

All MDCB-approved activities are awarded ARRT Category A credits. The MDCB, in accordance with ARRT RCEEM guidelines, will request documentation of practitioner participation in educational activities. CE providers found not to be compliant with the submission of required documentation will be sanctioned and may be denied evaluation of CE activities.

### **For 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.

When you are finished, click the **Upload Documentation** button to move to the next step.

Please upload the following:

- An objective or abstract of the presentation.

- A quiz with five (5) questions per 1/2 contact hour developed by the presenter. Three (3) questions are required for 1/4 contact hour presentations. 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. If multiple presenters, please combine profiles into one document.

All MDCB-approved activities are awarded ARRT Category A credits. The MDCB, in accordance with ARRT RCEEM guidelines, will request documentation of practitioner participation in educational activities. CE providers found not to be compliant with the submission of required documentation will be sanctioned and may be denied evaluation of CE activities.