

**TITLE 18
LEGISLATIVE RULES
WEST VIRGINIA MEDICAL IMAGING AND
RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS**

**SERIES 2
CONTINUING EDUCATION**

§18-2-1. General.

1.1. Scope. – This legislative rule establishes requirements for continuing education to practice medical imaging or radiation therapy. This Rule sets forth Continuing Education Requirements for all medical imaging technologists and radiation therapists, including WV Grand fathered technologists. All persons licensed by the Board to practice medical imaging or radiation therapy must earn a minimum of 24 hours of continuing education credits during a two-year period.

1.2. Authority. -- W. Va. Code §30-23-7.

1.3. Filing Date. -- March 31, 2008.

1.4. Effective Date. -- April 15, 2008.

§18-2-2. Definitions.

2.1. "Approved academic course" means a formal course of study offered by an accredited postsecondary educational institution as it relates to the medical imaging or radiation therapy sciences.

2.2. "Approved provider" means a local, state or national agency, organization or association recognized by the Board.

2.3. "Audit" means the selection of licensees for verification of satisfactory completion of continuing education during a specified time period; or the selection of approved providers for verification of adherence to continuing education approved provider requirements during a specified time period.

2.4. "Biennium" means a two year period.

2.5. "Category A credit" means an educational activity that has been evaluated and approved by a Recognized Continuing Education Evaluation Mechanism (RCEEM). Also, activities approved by the American Medical Association (AMA Category 1) or the American Nurses Association (through the ANCC) receive Category A credit as long as they are relevant to the medical imaging or radiation therapy sciences.

2.6. "Contact hour or continuing education activity" means an unit of measure as explained in section 3.1.

2.7. "Contact person" means a person submitting Request for Approval Form.

2.8. "Continuing education" means planned, organized learning activities engaged in following initial licensure and designed to maintain, improve, or expand a Medical Imaging Technologist's and Radiation Therapist's knowledge and skills or to develop new knowledge and skills related to Medical Imaging/Radiation Therapy to enhance practice, education, or theory development to the end of improving the health of the public.

2.9. "Continuing education activity" means a learning activity that is planned, organized and administered to enhance the professional knowledge and skills underlying the professional performance that the technologist uses to provide services to patients, the public or the medical profession. To qualify as continuing education, the activity must provide sufficient depth and scope of a subject area.

2.10. "Continuing education credit" means credit earned for completing a continuing education activity.

2.11. "Directed reading" means a manuscript with appropriate post-test evaluation published in a peer-reviewed scholarly journal that meets the definition of a journal as outlined by the National Library of Medicine's journal selection criteria for Index Medicus/Medicine.

2.12. "Documentation" means proof of participation in a continuing education activity.

2.13 "Evidence of Continuing Education Program" means a comprehensive program providing technologists with continuing educational activities as well as a method of tracking them. All American Society of Radiologic Technology (ASRT) members are automatically enrolled in the Evidence of Continuing Education (ECE) program.

2.14. "Formal offering" means an extension course, independent study, or other course which is offered, for college credit, by a recognized educational institution.

2.15. "Homestudy or self-learning activity" means a stand-alone program developed for home study of self learning with the appropriate post-test evaluation. A self-learning activity cannot be printed, published or distributed as part any other publication.

2.16. "Independent study" means a program of learning designed by an approved provider for the Medical Imaging Technologist or Radiation Therapy Technologist who completes the program at the individual's pace, e.g., home study, programmed instruction.

2.17. "Informal offering" means a workshop, seminar, institute, conference, lecture, short term course, or organized independent study which is offered for credit in contact hours or continuing education units.

2.18. "Institutional provider" means a

hospital, medical center, clinic, physician's office or institution that provides direct patient care that has applied for recognition as an institutional provider for the exclusive benefit of its employees.

2.19. "Institutional provider number" means an ASRT-assigned code number identifying a specific institutional provider.

2.20. "Objectives" means what the participant will learn as a result of the educational activity. Objectives must be expressed in measurable and observable terms.

2.21. "Medical imaging / radiation therapy practice" means performance of medical imaging/radiation therapy acts under the direction of a licensed radiologist/physician or licensed dentist, for which a license to practice is required.

2.22. "RCEEM" means Recognized Continuing Education Evaluation Mechanism which is a group or organization that evaluates the content and quality of continuing education activities. A RCEEM shall be national in scope, nonprofit and based in the medical imaging / radiation therapy sciences.

2.23. "Record keepers" means organizations that track continuing education credits for technologists.

2.24. "Registration" means Technologists are required to renew registration of their certificate(s) annually with the appropriate credentialing agency. This renewal process is called registration.

2.25. "Request for Approval" means a form submitted by the sponsor of an educational activity to RCEEM. The Request for Approval form shall be accompanied by the objectives of the educational activity, and outline of the educational activity, a schedule if the program exceeds two hours and the qualifications of the speakers. The RCEEM either approves or denies the request. If approved, the RCEEM assigns a reference number and determines the number of

continuing education (CE) credits.

2.26. "Self study" means a program of learning designed by the licensee to enhance his or her knowledge and skill.

2.27. "Sponsor" means an organization that plans, organizes, supports, endorses, subsidizes and/or administers educational activities. Sponsors are responsible for the content, quality and integrity of the educational activity. Sponsors can include professional societies, academic institutions, health care facilities, individuals, corporations, or governmental agencies.

§18-2-3. Continuing Education.

3.1. Each applicant for renewal of a license, if the license is currently active, or reinstatement of a license if a license is suspended or on the non-practicing list, shall verify that he or she has satisfactorily completed twenty-four (24) contact hours of continuing education during the prescribed two (2) year reporting period.

Units of measurement for continuing education courses are as follows:

- a. 30 to 49 minutes = 0.5 CE credits
- 50 to 74 minutes = 1 CE credits
- 75 to 99 minutes = 1.5 CE credits
- 100 minutes = 2 CE credits
- Activities lasting less than 30 minutes will be no credit.

b. Writing an original text book related to medical imaging / radiation therapy sciences equals 24 credits.

Writing a chapter in a text book related to medical imaging/radiation therapy sciences equals 4 credits.

Writing an article that is published in a peer-review journal equals 4 credits.

c. 1 academic semester hour is limited to 16 ce's/semester. The applicant must receive a C or higher in an approved academic course.

d. 1 academic quarter hour is limited to 12 ce's/quarter. The applicant must receive a C or higher in an approved academic course.

3.2. All continuing education credits earned during each two-year period must be assigned Category A

3.3. The Board shall recognize a credentialing examination as satisfying continuing education requirements for the two-year period.

a. Passing an entry-level examination in a discipline not previously passed equals 24 credits.

b. Passing an advanced-level examination for which the applicant is eligible equals 24 credits.

3.4. All licensed Medical Imaging Technologists and Radiation Therapist Technologists with an active license to practice medical imaging or radiation therapy in West Virginia shall complete and document a minimum of twenty-four (24) hours of continuing education every two years as approved by this rule.

a. A licensee issued a license under the West Virginia grandfathered provision shall submit documentation of a minimum of twelve (12) hours of continuing education to the Board with the application for renewal of his or her license on an annual basis.

b. American Registry of Radiologic Technologist licensee shall submit a copy of their active ARRT card with their application for renewal to the Board

c. Nuclear Medicine Technology Certification Board (NMTCB) members shall submit a copy of their active NMTCB card with their application for renewal to the Board.

3.5. Each licensee with an active license to practice medical imaging or radiation therapy in West Virginia shall complete twenty-four (24) hours of continuing education, every two years.

Every year, each grandfathered licensee shall file a report of all continuing education activities with the Board at the time the licensee files an application for renewal of his or her license to practice medical imaging or radiation therapy in West Virginia.

3.6. The Board shall not grant credit for identical continuing education activities submitted during any single two (2) year reporting period. Continuing education credits from a previous two (2) year reporting period may not be used, nor shall credits be accumulated for use in a future two (2) year reporting period.

§18-2-4. Exceptions to Continuing Education Requirements.

4.1. The Board shall exempt from the continuing education requirements a licensee who qualifies for the exceptions set forth below.

a. A licensee who obtains a license for the first time in West Virginia during the first twelve months of any twenty-four (24) month reporting period shall complete twelve (12) hours in approved continuing education activities, as set forth in this rule, before the end of the current reporting period.

b. A licensee who obtains a license for the first time in West Virginia during the second twelve (12) months of any twenty-four (24) month reporting period is exempt from the continuing education requirements for the entire reporting period.

c. A licensee who resides outside of West Virginia and who holds a current license to practice in a state other than West Virginia shall satisfy the continuing education requirements for West Virginia in order to renew his or her license in this state.

d. A licensee who is enrolled in an educational program leading to an associate degree, diploma, or baccalaureate degree in medical imaging technology or radiation therapy has complied with all continuing education

requirements.

e. A licensee who is a federal government employee working as a Medical Imaging Technologist or Radiation Therapy Technologist and assigned to duty outside the United States during the entire reporting period, or who is serving on active duty in the military during the reporting period has complied with the all continuing education requirements during the period of service with the government or on active duty with the military. A licensee who claims this exception shall retain evidence of Government service or active duty with the military and shall present such evidence to the Board upon request. A licensee who is a federal government employee working as a licensee outside the United States or who is serving on active duty with the military for more than three (3) months, but less than twelve (12) months of any twenty-four (24) month reporting period is required to complete twelve (12) hours of approved continuing education activities, before the end of the current reporting period. A licensee who is a federal government employee working as a licensee outside the United States or who is serving on active duty with the military for more than twelve (12) months of any twenty-four (24) month reporting period is exempt from the continuing education requirements.

f. The Board may grant a waiver to a licensee who has a physical or mental disability or illness or who is providing direct care to a member of his or her immediate family during all or a portion of the two (2) year reporting period. A waiver provides for an extension of time or exception from some or all of the continuing education requirements. Any licensee may request an application for a waiver from the Board. The Board shall approve or deny an application for waiver after review of the application. The Board shall not grant an exception from continuing education requirements for more than one (1), two (2) year reporting period, as set forth in this rule.

§18-2-5. Failure to Meet Requirements or Exceptions to Requirements.

5.1. The Board may take the following actions if a licensee fails to meet the continuing education requirements or the conditions for exceptions for renewal.

5.2 The Board may place the licensee on non-practicing status without penalty and may waive the continuing education requirements, providing that the licensee notifies the Board in writing of his or her desire to have the Board place his or her license on non-practicing status before the last day of the reporting period. The Board shall not charge a fee to place the license on non-practicing status.

5.3. The Board shall suspend the license of any person who fails to notify the Board, in writing, prior to the last day of the reporting period that he or she wishes to place his or her license on the non-practicing status.

§18-2-6. Reinstatement of a License on Non-Practicing or Suspended Status or Issuance of a Probational Temporary License.

6.1. A person wishing to reinstate a license from non-practicing status or from suspended status shall comply with the following requirements. The person shall:

- a. make application for reinstatement of the license from non-practicing status or suspended status;
- b. meet the continuing education requirements as set forth in this rule; and
- c. pay the fee for reinstatement suspended license as specified in the Board's rule, Schedule of fees for services rendered, 18CSR 1.

6.2. A person who wishes to reinstate a license but is not able to meet requirements for reinstatement a suspended license shall request a probational temporary license.

6.3. A probational temporary license is a license which is valid for ninety (90) days, during which time the licensee shall:

a. satisfactorily complete a refresher course recognized by an approved provider and designed for Medical Imaging Technologist/-Radiation Therapy Technologist returning to practice after a period of absence from the work setting;

b. secure twelve (12) contact hours of continuing education.

6.4. The Board shall issue an unrestricted license when a licensee provides verification that he or she has met one of the requirements in this section. The Board shall not renew a temporary license issued for non compliance with continuing education requirements.

6.5. A licensee who does not meet requirements provided under this section for license, is required to pass the national certification examination for Medical Imaging Technologist or Radiation Therapy Technologist which tests competency for beginning Medical Imaging Technologist or Radiation Therapy Technologist.

§18-2-7. Audit of Licenses.

The Board may select any licensee who holds a current license to audit for compliance with continuing education requirements as set forth in this rule.

7.1. To comply with the audit request from the Board, a licensee shall submit legible copies of certificates of attendance at continuing education offerings.

7.2. The licensee shall submit the required documents within thirty (30) days of the date he or she receives notification of the audit. The Board may grant an extension of time for submission of the documents, on an individual basis, and in cases of hardship, providing the licensee makes a written request for an extension of time and provides justification for such the request.

7.3. Licensees shall keep certificates of

attendance at continuing education offerings, letters verifying special approval for informal offerings from non-approved providers, transcripts of courses, and documentation of compliance with exceptions for a three (3) year period following submission of continuing education activities to the Board.

7.4. The Board shall notify the licensee of the satisfactory completion of the audit.

7.5. If a person fails to submit the audit information requested by the Board, the Board shall not renew a license before the audit is completed.

7.6. The Board shall take action as prescribed in the Board's rule, Medical Imaging and Radiation Therapy Technology Board of Examiners, 18CSR 1, against any licensee who submits false information to the Board.

7.7. A licensee who fails to notify the Board of a current mailing address is not absolved from the audit requirements. The Board shall not renew a license before the audit is completed.

§18-2-8. Minimum Standards for Approved Providers.

8.1. The Board shall require that all providers of continuing education for medical imaging and/or radiation therapy education obtain approval from a RCEEM for continuing education self-study products and educational activities.

8.2. The Board shall maintain a current list of approved providers which shall be available to the public upon request.

a. The Board shall notify providers who fail to meet the minimum acceptable provider standards, in writing, of specific deficiencies and give the providers a reasonable period of time to correct deficiencies.

b. The Board may remove an approved provider who does not correct deficiencies within the specified time period from the list of approved providers.

§18-2-9. Independent or Self-Study.

9.1. Independent or self study activities may include mediated learning, such as educational television, audio cassettes, and printed media, designed as programmed learning units.

9.2. Contact hour equivalents for approved independent study shall be based on contact hours approved by the approved provider.

9.3. Independent, or Self study, may include activities which the licensee determines will enhance skills and knowledge of medical imaging or radiation therapy, such as reading professional journals, watching educational television and listening to audio cassettes that are not designed as programmed learning units, and are not approved by the approved provider.

§18-2-10. Continuing Education Subjects.

10.1. Continued education offerings shall reflect the educational needs for the learner in order to meet the health care needs of the consumer and may consist of one or more of the following subject areas:

- a. Medical Imaging/radiation therapy practice areas and special health care problems;
- b. The biological, physical, social and behavioral sciences;
- c. The legal aspects of health care;
- d. Management of health care personnel and patient care;
- e. The teaching and learning process for health care personnel and patients; and
- f. Subjects relating to medical imaging or radiation therapy practice which are required as part of a formal medical imaging / radiation therapy programs and which are more advanced than those completed for original licensure.

§18.2.11. Activities That Are Not Acceptable for Continuing Education Credit.

11.1. The following activities are not acceptable for continuing education credit:

- a. job related clinical practice;
- b. the development and presentation of programs as part of the licensee's on-going job responsibilities;
- c. the orientation and update of policies and procedures specific to the licensee's employing facility; and/or
- d. activities which are part of a licensee's usual job responsibility.