



## POLICY 20 - CREDENTIAL RENEWAL POLICY

### I. PURPOSE:

To establish a mechanism for renewal of a registrant's credential(s) as awarded by Cardiovascular Credentialing International (CCI) through the submission of a renewal fee, attestation to CCI's Code of Ethics and the requirement for triennial accrual of Continuing Education Units (CEU) from CCI-approved Continuing Education (CE) providers.

### II. CREDENTIAL STATUS:

Credentials awarded through examination will have one of three status designations; Active, Inactive or Retired

- A. **Active:** A Registrant who has completed the Triennial Renewal Requirements as stated in this Policy, Section III.
- B. **Inactive:** A Registrant who has NOT completed the Triennial Renewal Requirements as stated in this Policy, Section III
- C. **Retired:** A Registrant who no longer practices in the field of Cardiovascular Technology.

### III. TRIENNIAL RENEWAL REQUIREMENTS:

- A. Newly issued credentials: newly issue credentials will be given an "Active Through Date" depending on the quarter of the calendar year in which the credential was earned, following the attached schedule

**Credential Earned:**

January 1 – March 31  
April 1 – June 30  
July 1 – September 30  
October 1 – December 31

**Renewal Date:**

The following December 31  
The following March 31  
The following June 30  
The following September 30

#### EXAMPLE

**Credential Earned:**

February 20, 2013  
May 10, 2013

**Renewal Date:**

December 31, 2013  
March 31, 2014

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22



September 30, 2013  
November 30, 2013

June 30, 2014  
September 30, 2014

- B. Renewing a NEW credential: Registrants will be notified at least 60 days in advance of the Renewal Date of their credential at which time the Registrant must submit the required renewal fee and sign attestation to CCI's Code of Ethics for the following triennial cycle. No CEUs will be required at the time of renewing a NEW credential.
- C. Renewing a PREVIOUSLY RENEWED credential: Registrants will be notified at least 60 days in advance of the renewal date of their credential. At which time the Registrant must submit the required renewal fee, sign attestation to CCI's Code of Ethics AND the required quantity of CEUs.
1. The required quantity of CEUs for Registrants holding a Registry Level credential is thirty-six (36) per triennial cycle. A minimum of thirty (30) of these thirty-six (36) CEUs must be accrued in the field of Cardiovascular Technology.
  2. The required quantity of CEUs for Registrants holding a certificate level credential is sixteen (16) per triennial cycle. All sixteen (16) CEUs must be accrued in Cardiovascular Technology OR General Patient Care
  3. Registrants holding two (2) or more Registry Level credentials are required to earn only the required quantity for one Registry Level credential.
  4. Registrants holding one (1) or more certificate level credential and one (1) or more Registry Level credential must accrue CEU's based on the rules applying to the Registry Level credential
  5. CEUs may only be used during the triennial cycle in which they were accrued unless the Registrant is on Probationary Status (See Section E)
  6. CEUs may only be used once for purposes of maintaining a CCI credential.

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22



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7. CCI randomly selects a minimum of 15% of all credential holders to submit CEU certificates to be submitted to the headquarters office for submission. Requests for verification may be made prior to recertification or at a future time. It is the responsibility of the Registrant to maintain copies of all CEU certificates accrued for a minimum of one (1) year after the end of each triennial cycle.
- D. **GRACE PERIOD:** If a Registrant fails to submit the renewal requirements pertaining to their specific credential as stated in Policy 20, Section III, Sub-section B or C, by the Registrant's "active through date" then the Registrant will become "Inactive" and have a grace period of 3 months after the "active through date" to submit the renewal requirements stated in Policy 20, Section II, Sub-section B and C, plus submit an administrative fees specified by the CCI Board of Trustees. (Current reactivation fees are \$50.00 USD). If the Registrant did not accrue the required CEUs by the end of their "active through date" then the Registrant is not allowed to earn CEUs in the Grace Period, the Registrant's credential(s) will remain inactive and the Registrant will be placed in a probationary period (Policy 20, Section III, subsection E)
- E. **PROBATIONARY PERIOD:** If the Registrant fails to accrue the required CEUs by the end of their "active through date" then the Registrant will be placed on probation. The probationary period will begin on the day after the Registrant's "active through date" and shall terminate 6 months thereafter.
- i. The Registrant is required to earn an additional ten (10) cardiovascular related CEUs on top of their required CEUs and any/all of the CEUs can be earned during the probationary period.
  - ii. The Registrant will be required to submit the standard renewal fees plus a penalty fee (Current Penalty Fees are \$ 200.00 for registry level Registrants and \$ 100.00 for certificate level Registrants. An individual with both certificate level and registry level credentials will be required to submit the registry level fee).
  - iii. The Registrant's new triennial renewal cycle will begin the day following the Registrant's probationary period and CEUs earned during a probationary period will not be accepted in the Registrant's following triennial renewal periods.

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22



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- F. If the Registrant fails to “reactivate” within the 3 month grace period or 6 month probationary period then the Registrant will be required to re-apply to sit and successfully pass the credentialing examination(s) for which they qualify. These Registrants will be treated as a NEW REGISTRANT.
- G. A Registrant may submit a written request to the CCI National Office requesting a “Retired” status. The Registrant must state that he/she no longer plans to provide patient care in the field of Cardiovascular Technology.
- H. A Registrant with a “Retired” status credential is not required to accrue or submit CEUs to the CCI National Office. An administrative fee will be assessed to cover minor operational expenses. (The current administrative fee for “Retired” Registrants is \$30.00 USD per triennial cycle)
- I. It is the Registrants responsibility to maintain a current / valid address with the National Office.
- IV. DEFINITION OF CCI-APPROVED CONTINUING EDUCATION (CE) PROVIDERS:
- A. Registry Level Credentials: CCI does NOT APPROVE CEUs. CCI will ACCEPT those CEUs that have already been APPROVED by the following organizations:
1. Category 1 - Continuing Medical Education (CME) Units from Accredited Sponsors of the Accreditation Council for Continuing Medical Education (ACCME),
  2. 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,
  3. Category A - contact hours from organizations that utilize the American Registry of Radiologic Technologists (ARRT) Recognized Continuing Education Evaluation Mechanism (RCEEM),
  4. Continuing Education Contact Hours from a Board of Registered Nursing (BRN) -approved Continuing Education Providers

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22



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(CEPs),

5. American Academy of Physician Assistants (AAPA)
  6. American Association of Critical Care Nurses (AACN)
  7. American Association of Medical Assistants (AAMA)
  8. American College of Cardiology (ACC)
  9. American College of Chest Physicians (ACCP)
  10. American Heart Association (AHA)
  11. American Society of Echocardiography (ASE)
  12. American Society of Radiologic Technology (ASRT)
  13. Association of Vascular and Interventional Radiographers (AVIR)
  14. Canadian Society of Diagnostic Medical Sonography (CSDMS)
  15. Heart Rhythm Society (HRS)
  16. Society of Cardiac Angiography and Intervention (SCA&I)
  17. Society of Invasive Cardiovascular Professionals (SICP)
  18. Society of Diagnostic Medical Sonography (SDMS)
  19. Society of Vascular Ultrasound (SVU)
  20. American Association of Nurse Practitioners (AANP)
- B. The CCI Executive Committee may review and/or accept CEUs approved by organizations not listed above. Requests for such approval must be made in writing to the National Office at least 30 (30) days before the end of the Registrant's current cycle. The Registrant will receive notification from the Executive Committee, by correspondence through the International Office, as to the decision of CCI. CCI reserves the right to require additional information.
- C. Certificate Level Credentials: For certificate level credentials only, CCI will accept contact hours awarded at employer-provided and/or industry sponsored in-services; in addition to the approved providers listed in Section IV, Sub section A of this Policy.

V. TRIENNIAL RENEWAL EXCEPTIONS:

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22



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- A. Registrants holding a Registry Level credential may apply and sit for any Registry Level Examination for which they qualify. If the Registry Level Examination is successfully passed, all CEU requirements for the triennial renewal cycle in which the examination was passed will be waived.
  - B. Registrants holding a Registry Level credential may apply and sit for any Certificate Level Examination for which they qualify. If the Certificate Level Examination is successfully passed, sixteen (16) Cardiovascular Technology contact hours will be waived for the triennial renewal cycle in which the examination was passed.
  - C. Registrants holding ONLY a Certificate Level Credential may apply and sit for any Registry or Certificate Level Examination for which they qualify. If the examination is successfully passed, all CEU requirements will be waived for the triennial renewal cycle in which the examination was passed.
  - D. Registrants who apply and sit for any Examination which they qualify for and FAIL to successfully pass will have no CEUs waived.
  - E. Registrants actively serving in the armed forces (Army, Navy, Air Force, Marines or Coast Guard) may apply for exemption or extension from some or all of the CCI triennial CEU renewal requirements if they serve outside of their country of residence in a combat zone. Registrants applying for this exemption must submit to the National Office, with their Renewal Fees, a copy of their deployment orders which show the dates of their deployment at least ninety (90) days before the end of their triennial renewal cycle. The Registrant will receive notification from the Executive Committee, by correspondence through the National Office, as to the decision of CCI. CCI reserves the right to require additional information.
  - F. Registrants who are victims of natural disasters may apply for exemption or extension from some or all of the CCI triennial CEU renewal requirements. Registrants applying for this exemption must submit to the International Office, with their Renewal Fees, a letter supporting their claim of undue hardship due to a natural disaster at least ninety (90) days before the end of their triennial renewal cycle. The Registrant will receive notification from the Executive Committee, by correspondence through the International Office, as

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22



to the decision of CCI. CCI reserves the right to require additional information.

- G. Registrants who have life-threatening emergency medical conditions may apply for exemption or extension from some or all of the CCI triennial CEU renewal requirements. Registrants applying for this exemption must submit to the International Office, with their Renewal Fees, a letter supporting their claim of undue hardship due to a life-threatening emergency medical condition at least ninety (90) days before the end of their triennial renewal cycle. The Registrant will receive notification from the Executive Committee, by correspondence through the International Office, as to the decision of CCI. CCI reserves the right to require additional information.

Original Date: 1/99

Revision: 2/03, 9/04, 12/06, 6/09,8/08, 3/13, 7/14, 4/22