



## Press Release

### IMIA Education Committee Updated Guidelines for CEUs (Effective retroactively on January 1, 2019)

January 9, 2019

Dear IMIA Members and Colleagues,

In response to feedback from the field, the IMIA Education Committee is announcing the following updates to the guidelines of granting and counting IMIA continuing education units (CEUs):

- 1) **Conferences:** Each workshop will be processed individually, and the IMIA/NBCMI CEUs will be granted only to workshops that qualify under the IMIA/NBCMI CEU policy and guidelines. CMI certificants will need to seek IMIA/NBCMI approved CEUs in order to maintain their national certification.
- 2) **Conferences:** To submit requests for conferences to be awarded IMIA CEUs, applicants will need to create an account at <http://imiaweb.org/education/trainingnotices.asp> (or use their existing one) and submit an application. As soon as the conference module is launched, applications for conferences will no longer be processed via email. However, the IMIA team is always available to answer any questions or concerns that may arise during the application process.
- 3) **Past IMIA webinars:** IMIA members who wish to obtain retroactive CEUs by watching recordings of past webinars from the Lifelong Learning Webinar Series will need to take a short multiple-choice quiz. To obtain their certificate with IMIA CEUs documented, attendees will need to answer at least 70% of the questions correctly.
- 4) The new CEU processing fee structure for organizations and CEUs providers will be as follows:
  - Free initial registration;
  - **Workshops:** A processing fee of \$25 flat rate per hour of submitted IMIA/NBCMI CEUs to be paid by organizations seeking IMIA/NBCMI CEUs for their workshops. (2-week turnaround processing time);
  - **Conferences:** A processing fee of \$15 flat rate per hour submitted for IMIA/NBCMI CEUs, and up to a maximum of \$400 to be paid by organizations seeking CEUs for their conferences. Applicants will be advised of the total amount to be paid for a conference application (4-week turnaround processing time.)
  - A \$50 surcharge for 1-week rush review for a workshop application, or \$100 surcharge for 2-week rush review for a conference application.

The following policies remain in place without changes:

- 1) The IMIA/NBCMI does no longer automatically honor the CEAP/RID/ATA granted CEUs. Instead, CMI certificants will need to earn IMIA/NBCMI approved CEUs in order to maintain their certification. The same principle will apply to organizations that provide CEU-approved workshops; they will need to apply with the IMIA/NBCMI and seek approval before awarding IMIA CEUs to their attendees.
- 2) CMI certificants will need to obtain a proof of attendance of each workshop. A sign-in/sign-out proof of attendance template sheets will be made available at the IMIA and NBCMI website, and it will be sent to any conference approved for IMIA/NBCMI CEUs. These sign-in / sign-out proof of attendance sheets will have the workshop title, date & time, and the presenter's name and signature. The NBCMI will rely on these forms when processing CMI national certification renewals.
- 3) The CMI national certification renewal requirement of 30 hours that is equal to 3.0 IMIA/NBCMI CEUs per 5-year period will remain unchanged. Please note that the IMIA/NBCMI will continue to honor all earned CEAP/RID/ATA CEUs through 12/31/2017.
- 4) For organizations approved for IMIA/NBCMI CEUs workshops, CEUs will be valid for a 2-year period from the date of approval, and they will be listed with their expiration date at the IMIA Education Registry. In addition, each approved CEU will have a unique ID in the format of two (2) digits for the year of approval and four (4) digits identification number, (18-1001, for example.)

This press release will be announced clearly at the IMIA and the NBCMI web sites and sent to all IMIA and NBCMI mailing lists.

Thank you for your kind continuous support. IMIA  
Education Committee