Updated IMIA CEU Program

International Medical Interpreters Association

IMIA Education Committee
January 1, 2019

Agenda

- IMIA CEU Program Overview
- Information for Medical Interpreters
- Information for CE Providers
- Questions and Comments

Goals

- Describe the IMIA CEU Program, activities and approval criteria

- Understand how to indentify approved CE activities and obtain IMIA CEUs

- Understand how to archive and submit documentation of IMIA CEUs to NBCMI for recertification purposes

- Understand how to apply to offer IMIA CEUs

IMIA CEU Program

An Overview

Goals of the IMIA CEU Program

- Promote professional development of medical interpreters

- Identify quality continuing education opportunities

- Provide CMIs with opportunities to meet recertification requirements

IMIA CEU Program

How it works:

- The provider submits an application for approval of a specific CE activity

- The IMIA reviews the application and grants or denies approval

- The interpreter completes the approved CE activity

- The provider issues a certificate of participation granting the appropriate number of IMIA CEUs

IMIA CEU Approved Providers

- Colleges and universities
- Private and non-profit training organizations
- Independent training providers
- Healthcare systems and hospitals

IMIA CEU Approved Activities

Currently there are 350+ IMIA CEU Approved CE Activities

- Review and Refreshers
- Skill development
- Professional ethics
- Healthcare pathology and treatment
- Message conversion
- Medical terminology/vocabulary development
- Cultural awareness
- Self care
- Language access regulations and standards
- Training of the trainers programs

IMIA CEU Eligible Activities

- Conferences
- Workshops
- Courses
- Learning modules
- Distance learning programs
- Online, self-paced courses

IMIA CEU Activity Criteria

An IMIA CEU approved activity must:

- Be a quality continuing education activity intended for professional interpreters
- Be directly related to the field of medical interpreting
- Have defined learning objectives
- Have a mechanism to verify participant attendance
- Have a mechanism to track completion of course exit requirements

Additional Requisites

If the program is a…

- Self-paced, online course
- Series of related learning modules

The program must include:

- A post-test to ensure learning objectives have been met
- Participant evaluations/survey/feedback forms

Ineligible Activities

CE activities will be ineligible to offer IMIA CEUs if they are:

- Intended for previously untrained participants
- A national certification preparatory course
- Related to a different field or profession

IMIA CEU Program

Information for
Medical Interpreters

Identifying IMIA CEU Approved Activities and Programs

1. Go to the IMIA Training Directory
   https://www.imiaweb.org/education/trainingnotices.asp

2. Select "Workshops" Category Tab

3. Click on the different fields for a narrowed search

Obtaining IMIA CEUs

Make sure:

- The activity is approved to offer IMIA CEUs. Check the CEU expiration date.

- To attend the entire activity.

- To meet all of the activity's exit requirements.

- To obtain a certificate of participation from the provider
    - Name of activity
    - Activity Registry ID
    - Activity date
    - Name and signature of provider
    - Number of IMIA CEUs awarded

IMIA CEUs

1.0 IMIA CEU   = 10 instructional hours

0.1 IMIA CEU   = 1 instructional hour

• CMIs must obtain 3.0 CEUs (30 instructional hours) every 5-year period.

Obtaining IMIA CEUs

If you have participated in a program not currently approved to offer IMIA CEUs*:

- Contact the activity provider

- Ask the activity provider to complete the CEU application https://www.imiaweb.org/training/home/

- Once approval is obtained, request a certificate of participation indicating the number of CEUs earned

*Applications for IMIA CEUs may be approved retroactively up to two months following the initial date of the activity

IMIA CEUs and NBCMI Recertification

- Contact the NBCMI 45 Days prior to credential expiration
- Submit to the NBCMI copies of:
  - Registration confirmation
  - Certificate of participation

For more info visit:
http://www.certifiedmedicalinterpreters.org/recertify

IMIA CEU Program

Information for
CE Activity Providers

Benefits to CE Providers

- Distinguish your activity from unapproved activities
- Attract participation of CMIs
- Authorized use of the IMIA CEU Icon
  - Certificates of Completion
  - Promotional materials
- Being listed in the IMIA Training Directory

IMIA CEU Application Process

1. Create a free account:

   https://www.imiaweb.org/training/home/

2. Submit application

3. Submit the Application Fee

4. Receive approval

5. Conduct your program

6. Provide Certificates of Completion

7. Renew application every two years

CEU Application

- Type of activity
- Program topic
- Three (3) learning objectives
- 100 word program description
- Speaker name and contact info
- Speaker biography
- Organization name and contact info
- Program date, time and logistics

Retroactive CEU Applications

- Applications may be submitted for programs which already took place

- Applications will be accepted for programs conducted up to 2 months prior to the CEU application date

- Simply indicate program dates in the appropriate field on the application

CEU Fee Structure & Processing Time

Workshops:

- A $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.

CEU Fee Structure & Processing Time

Conferences:

- A $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.

CEU Fee Structure & Processing Time

Rush Fees:

- A $50 surcharge for 1-week rush review for a workshop application.
- A $100 surcharge for 2-week rush review for a conference application.

Resources

- IMIA CEU Program Webpage

  https://www.imiaweb.org/education/trainingnotices.asp

  Review the section "For Training Providers".

Conclusion

- IMIA CEU Program supports professional development goals and provides certification maintenance opportunities

- CE activities must meet specific criteria to receive approval to offer IMIA CEUs

- To obtain credit for IMIA CEUs, identify approved activities, meet all requirements and submit documentation

- To apply to offer IMIA CEUs, visit the CEU Program webpage and submit an application

Questions or Comments?

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Thank you!

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