Updated IMIA CEU Program

International Medical Interpreters Association

IMIA Education Committee

November 28, 2017

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 500+ 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
   http://www.imiaweb.org/education/trainingnotices.asp

2. Select "Continuing Education Workshops" Category

3. Check "Show only trainings with IMIA CEUs" box

Obtaining IMIA CEUs

Make sure:

- The activity is approved to offer IMIA CEUs

- 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 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 every 5-year period

- CHIs must complete 16 CE hours every 2-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 complete to the CEU application
  http://www.imiaweb.org/education/ceu-app.asp

- 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

Archiving Your IMIA CEUs

1. Go to:

   http://www.imiaweb.org/members/upload-certs.asp
2. Log in using your email address and password
3. Upload the .PDF version of your certificate
4. Label the file in the "Event or workshop name" field
5. Press the save button
6. The files will then appear on your IMIA Member Profile

IMIA CEUs and NBCMI Recertification

- 45 Days prior to credential expiration
- Submit 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
- Enhanced visibility in the IMIA Training Directory

IMIA CEU Application Process

1. Submit application

    http://www.imiaweb.org/education/ceu-app.asp

2. Submit the Application Fee

3. Receive approval

4. Conduct your program

5. Provide Certificates of Completion

6. Renew application every two years

CEU Application

- Type of activity
- Program topic
- A list of learning objectives
- 100 word program description
- Speaker name and contact info
- Speaker CV
- 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

Resources

- IMIA CEU Program Webpage
  http://www.imiaweb.org/education/ceuprogram.asp

- IMIA CEU Application
  http://www.imiaweb.org/education/ceu-app.asp

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 sumbit an application

Questions or Comments?

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Thank you!

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