



## INSTRUCTIONS

When R.T.s are required to submit documentation of participation in Category A and Category A+ CE activities, that documentation must appear on a certificate or in written form.

The documentation must clearly indicate the information needed to identify the activity as having been approved by a Recognized Continuing Education Evaluation Mechanism (RCEEM or RCEEM+) or an ARRT-recognized state licensing agency (SLA). Documentation must include:

- (1) The name of the participant
- (2) Printed dates of attendance (handwritten dates aren't acceptable)
- (3) Title of the activity
- (4) Category A or A+ designation
- (5) Number of contact hours
- (6) Name of CE sponsor
- (7) Signature of one of the following:
  - a. CE sponsor
  - b. Authorized representative of the CE owner
  - c. CE presenter
- (8) CE reference number provided by a RCEEM/RCEEM+/SLA
- (9) Identification of approving RCEEM/RCEEM+/SLA
- (10) Expiration date of CE activity

**NOTE:** Although we suspended the requirements for Item 4 (Category A or A+ designation) and Item 10 (Expiration date of CE activity), that suspension ends on Dec. 31, 2018. Beginning Jan. 1, 2019, ARRT won't accept certificates of participation unless they include all the information noted in this policy. The policy applies to activities completed on or after that date.