# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities &amp; Privileges of Certification</td>
<td>2</td>
</tr>
<tr>
<td>Renewal Policy</td>
<td>3</td>
</tr>
<tr>
<td>NMTCB Continuing Education Policy</td>
<td>4</td>
</tr>
<tr>
<td>NMTCB Disciplinary Policy</td>
<td>5</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>6</td>
</tr>
<tr>
<td>NMTCB Privacy Policy</td>
<td>7</td>
</tr>
</tbody>
</table>
ANNUAL REGISTRATION:

Perhaps the greatest responsibility of certification is annual registration. Once you are certified by the NMTCB, you remain certified and certification cannot be revoked without due process. It is necessary for you to register your certification annually with the NMTCB. Your annual registration fee pays for the privileges you enjoy as an NMTCB Certificant. More importantly, your annual registration fee supports the certification process for nuclear medicine professionals, thereby enhancing the profession of nuclear medicine technology.

Privileges of Certification

Passing the NMTCB Certification Examination entitles you to certain privileges and obligates you to fulfill certain responsibilities. These are summarized below:

CERTIFICATE: The most immediate benefit of certification is your certificate which will be mailed to you in approximately two (2) weeks after successful completion of the examination.

CREDENTIALS: Upon certification, you will also be granted the right to use the title, Certified Nuclear Medicine Technologist and the credential CNMT after your name.

ANNUAL CARD AND YEAR SEAL: A personalized pocket-size identification card and yearly seal will be mailed to you after you receive your examination results. Your initial pocket card is good for three months after your examination date. You will also receive a renewal in your certification packet. Once you complete the renewal and return it to the NMTCB, your certification will be good through your next birth month. Most certificants attach the yearly seal to their certificate and carry the pocket identification card with them. The pocket identification card is a convenient method to provide your employer, governmental agencies and others with documentation that you are certified and registered in nuclear medicine. An updated pocket identification card and yearly seal will be mailed to you annually upon completion of the annual renewal process.

DIRECTORY LISTING: The names of all currently registered certificants are listed in the “NMTCB Directory of Certified Nuclear Medicine Technologists”, on the NMTCB web site. The full directory is made available only to other NMTCB certificants. A partial directory is made available to the public for verification purposes.

NMTCB NEWSLETTER: The NMTCB NEWS, published semi-annually, is provided to all certificants in email format. NMTCB NEWS covers topics of concern to certified technologists, trends in NMT education, developments in health care, nationwide salary comparisons, and other professional information.
The following NMTCB policies are available in their entirety online at www.nmtcb.org, or you may request a paper copy to be mailed to you.

RENEWAL POLICY

New Certificants: Initial certification upon passing the NMTCB examination is given until the end of the third full month following the examination date, at which time a new certificant will need to renew their certification for the following year. Enclosed in the new certificant packet, along with the certificate and pocket card, will be an official score letter and an explanation of the expiration date through which the initial certification is active. This date will also be printed on the wallet card. Also enclosed, will be a renewal application containing the required ethics questions and the pro-rated amount for renewal through the end of the certificant's birth month. All questions on this form must be answered, the form must be signed and it must be returned to the NMTCB office along with the appropriate renewal fee by the last date of Active certification. Failure to return the above by the date indicated will result in the certification status being considered Inactive and is subject to the description of renewal for Inactive Certificants. Initial renewal for new certificants is not available online.

Active Certificants: Certification is generally considered Active through the end of the birth month of the certificant but under all circumstances, the date printed on the wallet card and posted on the website shall be considered the date through which certification is considered Active. Renewal applications are sent by USPS to Active certificants approximately two months prior to the end of Active certification and includes the ethics questions and a CE question, along with the fee amount required for renewal and the date by which the completed and signed renewal form and fee are due in the NMTCB office. Active certificants may renew by return mail or they may renew with a credit card or electronic check online. Online renewals are accepted until midnight eastern time on the last date on which the Active certification ends.

Inactive Certificants: Certificants who do not successfully renew certification by the last date of Active certification are considered Inactive. Certificants who have been Inactive for less than five (5) years may return to Active status by completing the following:

A. Answering all questions on the renewal form and affixing a signature;

B. Including renewal fees for the entire Inactive and current renewal periods;

C. Enclosing the Reactivation Fee as described below;

AND

D. Submitting documentation of 12 hours of approved continuing education for each 12 month period of Inactive status.
Online renewals are not available for Inactive certificants.

Certificants who have been Inactive for five (5) years or more are no longer considered certified and must meet current requirements to become certified again, including all application requirements and passing the NMTCB examination.

**Reactivation Fee:** Certificants who wish to return from Inactive status, when the Inactive period ranges from one (1) day to five (5) years, are required to pay a Reactivation Fee to offset the cost of the administrative process. This fee is set at $65.00 USD and is in addition to the renewal fee. Certificants are required to keep their contact information with the NMTCB up to date. Contact information may be reviewed by logging in to the Certificant Directory of the NMTCB website at [http://www.nmtcb.org/certificants/certificants.php](http://www.nmtcb.org/certificants/certificants.php). There is also a link on that page for you to submit changes to your contact information. The individual certificant is also required to keep track of his or her certification end date. The date through which current certification is good appears on the wallet card and is posted in the Certificant Directory and Online Verification sections of the NMTCB website. The Reactivation Fee will not be waived for certificants who claim they did not receive a renewal form via USPS. For certificants who have been Inactive for less than five (5) years, this fee is required, in addition to the completed and signed renewal application, the renewal fee and any required documentation of continuing education before return to Active status will be granted.

**CONTINUING EDUCATION POLICY**

The NMTCB entry-level examination is a test of knowledge. The knowledge base for nuclear medicine technology continues to change. Therefore, persons certified by the NMTCB must demonstrate a continued accumulation of knowledge about the field.

Certificants are responsible for keeping records of CE hours they obtain. New graduates will start acquiring CEs immediately after passing the NMTCB exam. The NMTCB shall base each certificant's CE Cycle on the individual's birth month and shall use an odd-even system based on initial certification year for tracking certificants. The NMTCB requires certificants to record the hours of CE obtained during the CE Cycle.

The annual renewal statement requires certificants to attest to their current CE status. Excess CE credits (more than the number of hours required for the current CE Cycle) may not be carried over into the next CE Cycle. NMTCB certificants will be required to demonstrate involvement in educational activities in any of the following ways:

A. **Continuing education (CE) credits:** a minimum of 24 hours of CE credit must be obtained over a period of two years.

B. **Specialty examination:** successful completion of a specialty examination offered by the NMTCB, American Registry of Radiologic Technologists (ARRT), or American Healthcare Radiology Administrators (AHRA). Acceptable specialty exams offered by the NMTCB include Nuclear Cardiology and Positron Emission Tomography. Acceptable specialty exams offered by the ARRT include Magnetic
Resonance (MR), Computed Tomography (CT), and Quality Management (QM). The acceptable specialty exam offered by the AHRA is the Management exam. Successful completion of a specialty exam is considered the equivalent of 24 hours of CE.

C. **College course credit**: Official grade transcripts from an accredited postsecondary school must be submitted as proof of successful completion (grade of C or better) of college courses related to the Radiological Health Sciences, Patient Care, Business/Management, Technology and/or Education. Sixteen CE hours will be awarded for successful completion of one semester college credit or 12 CE hours per quarter college credit.

D. **ACLS certification**: Successful completion of ACLS will be considered the equivalent 6 CE hours per 2-year cycle. A signed and dated copy of the ACLS certification card must be submitted for the credits to be recognized. Basic Life Support (BLS) is not recognized for credit.

E. **Successful completion of American Heart Association Pediatric Advanced Life Support (PALS)** will be recognized as the equivalent of 6 CE hours per 2-year cycle. A signed and dated copy of the PALS certification card must be submitted for the credits to be recognized. Successful completion of Basic Life Support (BLS) or CPR training is NOT recognized as meeting the continuing education requirements of the NMTCB.

F. **Successful completion of both ACLS and PALS (as described above)** will be recognized as the equivalent of 9 CE hours per 2-year cycle. A signed and dated copy of the ACLS and PALS certification cards must be submitted for the credits to be recognized. Successful completion of Basic Life Support (BLS) or CPR training is NOT recognized as meeting the continuing education requirements of the NMTCB.

Certificants will be randomly chosen for an audit of their CE records. These individuals will be required to provide documentation of the CE activities for the previous 2 years within 60 days of the postmark on the letter from the NMTCB.

Falsification of CE documentation may result in the revocation of certification(s), monetary fines to cover costs of investigation, and/or permanent disbarment from any and all NMTCB examinations.

The NMTCB is dedicated to the promotion of safe, competent medical care for any and all individuals. To that end, the NMTCB processes and evaluates applications for NMTCB certification, and monitors adherence to legal and ethical standards, including but not limited to the Code of Ethics of the Society of Nuclear Medicine Technologist Section. The NMTCB therefore requires those participating in these credentialing processes to ascribe to the following standards.

The certificant or applicant shall comply with all existing and future rules, regulations and ethical standards established by the NMTCB and the nuclear medicine community and will bear responsibility for demonstrating compliance with these standards of behavior. Failure to do so may lead to administrative action by the NMTCB against the certificant, including but not limited to the denial of an
application, non-renewal of a certificate, revocation, probation, or suspension of any and all NMTCB credentials or applications.

The NMTCB’s Disciplinary Policy in its entire text may be found at the following web address: http://www.nmtcb.org/policies/disciplinaryPolicy.php

Definition of Terms

NMTCB Certificate: A certificate granted by the Nuclear Medicine Technology Certification Board (NMTCB) signifying recognition that an individual has met certification qualifications set from time to time by the NMTCB, including, but not limited to education, experience, examination, and good moral character.

Certificant: An individual who holds any NMTCB certificate.

Types of NMTCB Certificates:

ACTIVE: A duly issued NMTCB certificate currently in good standing.
INACTIVE: A duly issued NMTCB certificate which is no longer active and is not in good standing due to non-payment of renewal fees.
CE PROBATION - A certificant who has failed to adhere to the NMTCB CE Policy is placed on CE Probation for up to six (6) months or until the terms of the probation are met, which ever comes first.
PROBATION - The certificant maintains certification, but specific requirements must be met within a given time frame in order to return to ACTIVE status. If the probation requirements are not met, the certificant may be subject to further administrative discipline.
SUSPENDED: The certificant has his/her certification removed. There is a possibility of the certification being reinstated after specific requirements have been met.
REVOKED: The certificant has had his/her certification removed. The only possibility of reinstatement is by passing the examination after meeting the current eligibility requirements.
RETIRED - This is an INACTIVE certification status given to person who claim to have retired from the field. The certificant may be eligible to regain 'ACTIVE' status if he or she completes all of the requirements defined in the CE Policy within five calendar years from the 'Expiration' date.
EMERITUS - This is an INACTIVE certification status given to person who claim to have retired from the field. In order to be granted EMERITUS status, the certificant must apply for this honor and demonstrate either 15 years active certification, or 10 years active certification and be over the age of 62. The certificant may be eligible to regain 'ACTIVE' status if he or she completes all of the requirements defined in the CE Policy within five calendar years from the 'Expiration' date.

NMTCB Privacy Policy

The Nuclear Medicine Technology Certification Board (NMTCB) is committed to respecting our certificant’s privacy, and recognizes the need for appropriate protection and management of personally identifiable information. The following is a summary of our current policies and procedures related to information gathering and dissemination practices.
Release of Information

The NMTCB rents mailing addresses to third party professional and commercial organizations, but does not release telephone numbers or e-mail addresses to outside agencies.

Personal information is included in the online NMTCB Certificant Directory that is accessible on the NMTCB website by NMTCB certificants only. The online Directory can only be searched by entering an individual's name. Categorical searches of the online Certificant Directory (for example, searches by state, etc.) are not allowed.

Upon request, certain individuals representing organizations responsible for confirming credentials of multiple employees, certificants or registrants, may be granted access to a section of our website which would allow multiple searches by certificate number. Application for this privilege is carefully reviewed before permission is granted through the issuance of a specific username and password and multiple search activity is monitored and recorded. Abuse of this privilege is not tolerated and such permission may be revoked at any time.

In an attempt to meet the needs of our certificants, the following questions are included on the annual registration renewal form. “Are you interested in receiving mail from professional organizations?” “Are you interested in receiving mail from commercial organizations? (credit cards, insurance, etc.)” “The NMTCB Certificant Directory is available online to NMTCB certificants. Do you want your phone number to be included with your information?” If you do not want to be included in the online NMTCB Certificant Directory, please let us know by email correspondence at board@nmtcb.org.

The NMTCB reserves the right to disclose your personal information in (a) accordance with NMTCB policies; (b) when verifying information you provide; (c) in cooperation with other nuclear medicine certification or licensing organizations; or (d) when we believe that disclosure is necessary to investigate, prevent, or take action against fraud or other illegal activities, or as required by law (e.g., to respond to court orders, subpoenas, or other legal process).

The NMTCB collects names, mailing addresses, telephone numbers, e-mail addresses, and other information in order to identify and contact certificants, conduct business, and enhance services.

Personal information may be collected through the following means:

Manual and Electronic Forms. Personal information is collected from exam applicants and certificants upon renewal of their certification. Certificants may be asked to supply -on a voluntary basis -personal information, or update the information we currently have on file.

Surveys. Occasionally, we conduct surveys regarding the profession of nuclear medicine technology, the NMTCB’s future direction and/or certificant satisfaction.
Information collected from surveys conducted by the NMTCB is only shared in summary and no personally identifying information is released.

Security
The NMTCB treats certificant credit card numbers as critical assets that must be guarded at all times against loss and unauthorized access, online and off-line. This is accomplished through industry-standard computer security methods, encryption techniques and strict internal administrative processes.

External Links
As a service to users, our website includes links to other sites of interest. The inclusion of a link on the NMTCB web site does not imply an endorsement by the NMTCB. The NMTCB is not responsible for the content of non-NMTCB sites, and disclaims all liability for damages arising out of their use or for their privacy policies.

Visitors
Members of the public can access our website without disclosing personal information. We do not collect personal information (i.e., name, address, or other identifying information) from site visitors who do not log into this site with a username and password or last name and certificate number. Visitors are encouraged to learn more about the NMTCB by exploring the public sections of our site.

To learn find out whether a particular technologist is an NMTCB Certified Nuclear Medicine Technologist, visit our Online Verification page at http://www.nmtcb.org/certificants/verification.php.

Contact Us
If you have any questions or concerns that we do not answer in this Policy, please do so through our Contact Us page at http://www.nmtcb.org/about/contact.php or send us an email at board@nmtcb.org

Changes in this Privacy Policy
We reserve the right to modify, alter, or update this Privacy Policy at any time, and we encourage you to review this policy periodically. If we make material changes to our privacy practices, we will notify you through this policy or in a notice on our announcements page.