

SNMMI Joint Provider Program

The Society of Nuclear Medicine and Molecular Imaging (SNMMI) partners with third party organizations to provide accredited continuing education programs to nuclear medicine professionals, including physicians, technologists, pharmacists, and physicists. Through the Joint Provider program qualifying non-profits and for-profit entities can have their educational programs reviewed and awarded credit through SNMMI.

SNMMI accredits continuing education for nuclear medicine technologists through its Verification Of Involvement in Continuing Education (**VOICE**) system, which is recognized by the ARRT, NMTCB and most licensure states. In certain cases, SNMMI can accredit programs for physicians (**AMA PRA Category 1 Credits™**) and pharmacists (**ACPE credits**) through its deemed status with the primary accrediting organizations. SNMMI can also apply for approval for CE credit for physicists via **CAMPEP**.

- To start your application, click here: (<https://www.snmmilearningcenter.org/CECenter/>)
- Please note that in order to complete an application, credit card payment is required. If you require other payment arrangements, please contact **Education Department Staff** at Education@snmmi.org.
- To learn more about the Joint Provider Program, contact **Education Department Staff** at Education@snmmi.org

- IMPORTANT NOTICE -

- Applications for **VOICE credit** must be submitted with all information correct and **complete no less than 30 days prior** to a program.
- *Applicants are not permitted to advertise that a program is approved until official documentation is received from SNMMI.* For appropriate language which can be used, please contact the Education Department at Education@snmmi.org.
- Applications submitted with missing information, inconsistent session timing, or poorly written learning objectives will not be accepted for review. Applicants will be required to correct issues before the application is forwarded for review.

The following procedures/guidelines are mandatory. Failure to comply with SNMMI VOICE procedures and guidelines may result in SNMMI revoking the approval of this activity/course at any time.

Attendance Verification Process:

- Live Activities: You must verify attendees entrance/exit to live sessions. Participants must attend at least 80% of a session in order to receive credit. Partial credit for partial attendance is not permitted.
- Enduring Activities: You must verify that each participant passes a post-program assessment of 10 questions per credit, achieving 80% or more correct.
- Additional attendance verification methods can be considered on a case-by-case basis.
- You must return the Participant List to SNMMI **on a quarterly basis**.

Evaluations:

- All participants must complete and evaluate all sessions attended in order to get VOICE credit for the activity/course.
- Sponsor must collect evaluation feedback (*sample format enclosed*) and send the compiled report to SNMMI when sending the Participant List sheet.
- Additional evaluation methods can be considered on a case-by-case basis

Continuing Education Credit Certificate:

- The Program Sponsor or Representative must administer the CE Certificate to all attendees. We recommend using SNMMI's template for certificates; however other templates can be considered on a case-by-case basis.
- Certificates should be sent to qualified participants (*those who have passed post activity/course assessment*) within two weeks of activity/course completion.

- **UPDATE: Please advise any SNMMI members who attend your program that they will need to self-report this activity to add it to their transcript. Instructions included on the CE Certificate.**

General Activity/Course Planning and Administration:

- Activities/Courses must be administered under responsible sponsorship, capable direction, and qualified instruction.
- Faculty must possess credentials relevant to the material being presented.
- Activities/Courses must consist of high quality educational content using current information and techniques.
- Activities/Courses may be reviewed on a regular basis, as determined by the original reviewers, to ensure currency and accuracy.

By offering this approved activity/course for VOICE credit, you agree to adhere to the procedures/policies outlined above as well as the VOICE Guidelines (attached). **Failure to comply with the procedures and guidelines may result in SNMMI revoking the approval of this activity/course for VOICE credit.**

SNMMI Joint Provider Portal: Getting Started: <https://www.snmlearningcenter.org/CECenter/>

To start a new activity application: Click the  **Add** link on the right side of the dashboard.

My Activity Applications

Activity Import »

Enter search criteria  STATUS: All  [Reset Filters](#)

 Add

You will be asked questions to determine the type of educational activity you are planning:

New Activity Application

Please answer the questions below. The answers you provide will be used to determine the fees and associated with your application as well as tailor your application to the type of educational activity you are planning. For more information please go to www.snm.org/jointprovider

1. Has this application been submitted to another RCEEM? If the activity is already accredited to offer credit to technologists, please contact the Education Department at Education@snm.org.
2. Are you a Non-Profit or For-Profit Organization?
3. Indicate what type of institution you are:
 - For Profit: Commercial
 - Non-Profits: Hospital/School, Affiliate Organization, or Chapter

Please note that only the following official SNMMI Chapters should click "**Chapter.**" All other Non-Profit organizations should click "**Affiliate Organization**"

Central	New England	Pacific Southwest (Tech Section)
Eastern Great Lakes	New England (Technologist Section)	Pittsburgh
Greater New York	Northern California	Southeastern
Mid-Eastern	Pacific Northwest	Southwestern
Missouri Valley	Pacific Southwest	

4. What type of program do you want to sponsor?

Program types:

- Single Meetings/Live Webcasts occur on a specific date/time.
- Recurring Live Meetings can occur multiple times within an accreditation timeframe
- Enduring Materials are recorded presentations/articles which are approved for a specific accreditation timeframe
- Institutional Providers Multiple Meetings: Hospitals and schools can offer up to 12 separate live meetings in 12 months

5. How long will your program to be in duration? (# of Days)

6. What type of credit are you applying for?

Credit types:

- VOICE is available to all applicants
- AMA/PRA, ACPE and CAMPEP are available only to qualifying non-profit applicants.

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Completing your new application:

The application is divided into four sections: **OVERVIEW, ACTIVITY, SESSIONS, FACULTY.**




In each section several steps are outlined in the box on the left side. As you complete the requirements of each section, a green “check mark” will show your progress.

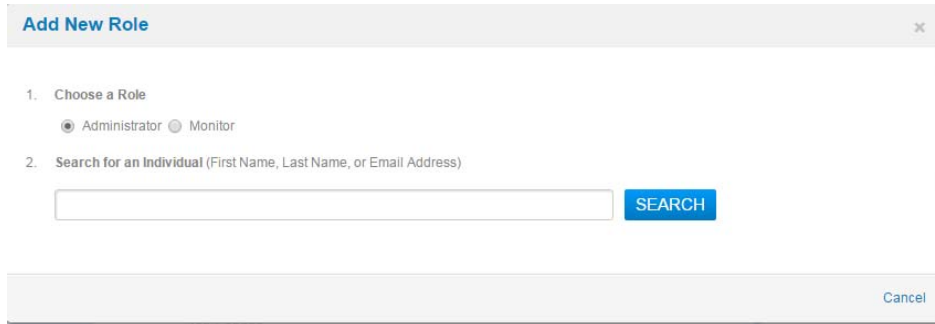
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Once you complete the application, the system will prompt for credit card payment. Your application is not submitted until credit card payment is processed.

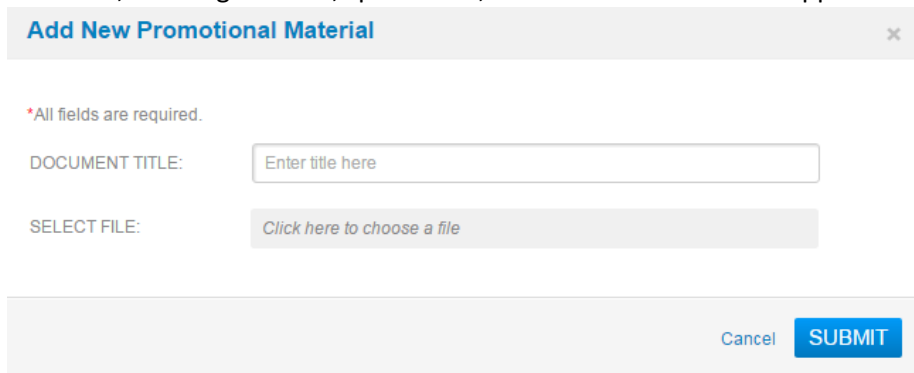
VOICE ONLY ACTIVITIES:

Enter **“General Information”** pertaining to your activity where indicated and select **SAVE**. Click on the next step **“Roles”** to continue.

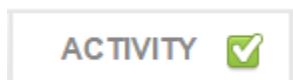
Roles: Use the  **Add** link to add an Administrator (the person coordinating the program) to your application. A new window will appear prompting you to **“Choose a Role”**. Select **“Administrator”** and search by **either** last name, OR first name, OR email in the search box provided. If the individual is not found in our system, you will be prompted to add them as new.



Promotional Materials: Use the  **Add** link to upload documents pertaining to your activity such as promotional materials, meeting outlines, speaker CV, etc. A new window will appear to upload your materials.




At this point, the **“ACTIVITY” Tab** is now complete and will display a green check.



You can now move on to the next tab by clicking the **“SESSIONS” Tab**.

SESSIONS:

Click the  **Add** link to add your first session. If there are multiple sessions, these steps will be repeated for each new session. Enter **General Information** pertaining to your activity where indicated and select **“SAVE”**. Next, complete the remaining subcategories in the box on the left.

Credits: Select credit type (VOICE A) and then SAVE.

CREDIT TYPE	AVAILABLE CREDIT	STATUS		
<input checked="" type="checkbox"/> VOICE A <input type="checkbox"/> A+	N/A	Unassigned		
I	NI	R	T	CEH
<input type="checkbox"/> Participation	N/A	N/A		

Cancel

SAVE

Roles: If applying for VOICE credit only, you may skip this step.

Objectives: Click the [+ Add](#) link to enter a new objective. **Please review how to create effective Educational Objectives by clicking on the link provided for more information. (link to writing educational objectives info).** Once the text has been entered, select the **“ADD”** button to save the objective. Add each objective separately; three objectives are required for each session.

Add New Objective

*All fields are required.

OBJECTIVE:

Cancel **ADD**

Presentations:

Select [+ Add](#) to enter a new Presentation. Select “Education” as the **TYPE**. Enter the **NAME** of the Presentation and **START/STOP Times**. (In many cases, this will be a repeat of the information added at the Session level; this system allows for more than one Presentation to be added to a Session.) Next, add the **Faculty** by clicking the [+ Add](#) link. A new window will appear prompting you to **“Search for Faculty”**. Search by either last name, OR first name, OR email in the search box provided. If the individual is not found in our system, you will be prompted to add them as new. If there are multiple faculty in the session, repeat the **“ADD”** and search steps. Once all faculty is added select the **“ADD”** button at the bottom of the window.

Add New Presentation X

Test Activity
Duration: 60 min

*All fields are required.

TYPE:

NAME:

DURATION (MINUTES):

Faculty
Total items: 0 + Add

NAME	ACTIONS
No faculty	

Cancel ADD

At this point, the **“SESSIONS” Tab** is now complete and will display a green check. You can now move on to the next tab by clicking the **“FACULTY” Tab**.

FACULTY: All faculty assigned in the **SESSIONS** section will automatically populate under this section. Please review your faculty to ensure all names are listed. If a name is missing, repeat the previous steps outlined in the **“Presentations”** section of the **SESSIONS** tab (simply click the “edit” link to update).

Actions: All Faculty must be Confirmed prior to application submission.

You can notify your faculty via an email sent from the system to confirm their status. The email will instruct them to log into the Joint Provider Portal to confirm their participation in their sessions. To have the system send an email to selected faculty, click the box by their name, then click the [✉ Send email to selected faculty](#) link at the top of the list. Choose **“RSVP Notification”** from the list, and click the **“PREVIEW AND SEND”** button.

Send an E-mail X

*All fields are required.

E-MAIL TEMPLATE:

Cancel PREVIEW AND SEND

During the confirmation process, faculty will be prompted to review or provide their CVs/Bios. Administrators can monitor confirmations and view/change submitted confirmations. To edit a confirmation select the “change” link on the far right of the faculty person’s name.

OVERVIEW		ACTIVITY ✔	SESSIONS ✔	FACULTY ✔	REVIEW ☐	STATUS		
<input type="text" value="Enter search criteria"/> Q		✉ Send email to selected faculty			CONFIRMATION STATUS: <input type="text" value="Any"/>			
☐	LAST NAME	FIRST NAME	EMAIL	CONFIRMATION	DISCLOSURES			ACTIONS
					FINANCIAL	FDA	BIO	
<input checked="" type="checkbox"/>				Confirmed	Not Required	TBD	Disclosed	View Change

ACTIVITY SUBMISSION:

Once the **“ACTIVITY”**, **“SESSIONS”**, and **“FACULTY”** sections are completed, the green button which appears on the top of the application will change from **“NOT READY TO SUBMIT”** to **“SUBMIT AND MAKE PAYMENT”**. Please review your application prior to submission and click the green **“SUBMIT AND MAKE PAYMENT”** Button once your application is ready to be forwarded on for review. Note: if you are paying by alternative methods, please contact SNMMI at Education@snmmi.org.

Xeleris Workstation 1 Day Onsite Training

September 26th, 2016 - September 26th, 2017

Ref #: CEC04001

SUBMIT AND MAKE PAYMENT

Enter the information requested in the fields below, and press "SAVE". In the box on the left, click on the next Section of this Tab ("Roles", "Promotional Materials", etc.) and complete the requested information. When all the Sections of this "ACTIVITY" Tab are complete, click on the "SESSIONS" Tab at the top to complete the next Tab and repeat this process. (Note: When all Tabs are complete, press the green "SUBMIT AND MAKE PAYMENT" button on the right. For more information please go to www.snmmi.org/jointprovider)

 Print

OVERVIEW	ACTIVITY <input checked="" type="checkbox"/>	SESSIONS <input checked="" type="checkbox"/>	FACULTY <input checked="" type="checkbox"/>	REVIEW <input type="checkbox"/>	STATUS
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