



**INTERNATIONAL MEDICAL
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IMIA CEU Program

**2013 International Medical Interpreters
Association Conference**

IMIA Education Committee



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Agenda

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



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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 and CCHI for recertification purposes
- Understand how to apply to offer IMIA CEUs



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IMIA CEU Program

An Overview



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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



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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



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IMIA CEU Approved Providers

- Colleges and universities
- Interpreter and translator associations
 - Regional
 - National
- Private and non-profit training organizations
- Independent training providers



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IMIA CEU Approved Activities

Currently there are 97 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



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IMIA CEU Approved Activities

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



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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



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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



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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



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IMIA CEU Program

Information for Medical Interpreters



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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



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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



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IMIA CEUs

1.0 IMIA CEU = 10 instructional hours

0.1 IMIA CEU = 1 instructional hour

.05 IMIA CEU = 30 instructional minutes*

- CMIs must obtain 3 CEUs every 5 years
- CHIs must complete 32 CE hours every 4 years



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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 years following the initial date of the activity***



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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



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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>



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IMIA CEUs and CCHI Recertification

- 3 months prior to credential expiration
- Submit certificate of participation
- Electronic format

For more info visit:

<http://www.healthcareinterpretercertification.org/certification/apply-now/165.html>



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IMIA CEU Program

Information for CE Activity Providers



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Benefits for CE Providers

- Distinguish your activity from unapproved activities
- Attract participation of CMI's
- Authorized use of the IMIA CEU Icon
 - Certificates of Completion
 - Promotional materials
- Enhanced visibility in the IMIA Training Directory



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IMIA CEU Application Process

1. Submit application

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

2. Submit \$55.00 Application Fee

3. Receive approval

4. Conduct your program

5. Provide Certificates of Completion

6. Renew application every three years



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CEU Application

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

- 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



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Retroactive CEU Applications

- Applications may be submitted for programs which already took place
- Applications will be accepted for programs conducted up to 2 years prior to the CEU application date
- Simply indicate program dates in the appropriate field on the application



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Resources

- IMIA CEU Program Webpage

<http://www.imiaweb.org/education/ceuprogram.asp>

- IMIA CEU Application

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



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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



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Questions or Comments?

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Thank you!

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