



# Registration Maintenance Program

(Rev. 10/99)



## **Registration Maintenance Program**

The NRRPT® Registration Maintenance Program is designed to help assure that Registered Radiation Protection Technologists (RRPTs) continue to maintain their professional qualification. The program requires RRPTs to participate in professional development activities after their initial registration, and it monitors those activities on a periodic basis. Meeting the requirements of the program is mandatory to maintain active registration. In addition, the RRPT must maintain membership in the Registry for the entire maintenance cycle.

The Registration Maintenance Program begins January 1, 1999 and requires 20 points to be earned in each five-year cycle. The cycle begins and ends on a calendar year basis, i.e., begins January 1 of the first year of the cycle and ends December 31 of the last year of the cycle. All points must be earned within the cycle to which they apply.

For RRPTs registered on or before January 1, 1999, the first cycle will begin on that date. The first cycle for those registered after January 1, 1999, will begin on January 1 of the year following registration.

During the initial implementation of the Registration Maintenance Program, cycles for current Registry members will be staggered to level out administration of the program in the future. Points required to be earned will be pro-rated

depending on the length of the RRPT's initial cycle (i.e., 4 points for a 1 year cycle, 8 points for a two year cycle, etc.). After an RRPT completes the initial cycle, all future maintenance cycles will be five (5) years in length.

The activities acceptable for credit are divided into ten categories. These categories, the number of points allowed and maximums are shown in Appendix A.

### **Program Administration**

**Notification** -- The year in which the worksheet for an RRPT's current Registration Maintenance cycle is due will be printed on the annual renewal statement. A courtesy notice will be sent near the end of the year to all RRPTs whose cycles end December 31 of that year. This notice includes the worksheet and other instructions and indicates the years of activity to be included on the worksheet.

**Worksheet Submittal** -- Activities for which credits are claimed will be submitted on worksheets provided by the NRRPT®. Worksheets may not be submitted until the final year of the RRPT's maintenance cycle. In order to keep the volume of paperwork to a manageable level, substantiating documentation is not required to be submitted with the worksheet. However, a randomly selected percentage of worksheets will be audited and those RRPTs selected for audit will be required to provide documentation substantiating all points claimed. Worksheets will be due to the NRRPT® Executive Secretary on or before March 31 of the year following the year the cycle ends (e.g.,

for a cycle ending December 31, 2004, the worksheet is due March 31, 2005).

**Audits** -- RRPTs whose worksheets are selected for audit are required to provide documentation substantiating the points claimed on the worksheet. It is therefore important to keep complete and accurate records of professional development activities. No points should be claimed without the ability to document them promptly if selected for audit. In general, the documentation needs to show what the activity was, when and for how long it took place, and provide evidence that you participated. For further discussion of acceptable documentation, refer to the "Acceptable Documentation to Support Registration Maintenance Points Claimed" in Appendix B.

**Fractional Points** -- Fractional points will be added in computing the total, but fractional units will be dropped from the total. For example, assume that an RRPT obtained 10 points for active professional practice and CEU courses resulting in points of 2.8, 1.8, 1.0, and 4.2. The total points would be 19.8, and the fractional units of 0.8 would be dropped from the total for an allowable total of 19, which is short of the required 20 points for a five-year period.

**Double Dipping** -- As a general rule, "double dipping" is not allowed. Points for a given activity may be used in only one category. For example, if an RRPT receives professional practice for his or her job, the RRPT cannot also receive points for developing and/or instructing a related course sponsored by the employer.

**Retroactive and Carryover Points** -- Points may be applied only to the cycle in which they are earned. There will be no retroactive points awarded and no carryover of excess points into the next cycle. In addition, points will not be awarded for developing, teaching, or attending the same course or seminar more than once in a cycle.

**Continuing Education Units** -- The Continuing Education Unit (CEU) is a standard unit of measure of continuing education. The CEU must meet the criteria and guidelines of the International Association for Continuing Education and Training (IACET). Sponsors of continuing education programs for which CEUs are awarded are not required to be "accredited" by IACET, the NRRPT<sup>®</sup>, or any other organization. However, in accepting CEUs for Registration Maintenance points, the NRRPT<sup>®</sup> assumes that the CEUs were awarded based on the IACET criteria and guidelines. For information on the criteria and guidelines relative to the use of the CEU, sponsors of continuing education programs should contact the IACET at:

International Association for Continuing  
Education and Training  
1620 I Street, Suite 615  
Washington, D.C. 20006  
(202-463-2905)  
[www.IACET.org](http://www.IACET.org)

**Registration Maintenance by Examination** -- A RRPT who desires to qualify for registration maintenance by examination in lieu of professional development activities can be admitted for testing upon request. The normal application fee will be waived, but payment of the examination fee is

required. The examination may be taken at any regularly scheduled session during the RRPT's cycle.

Successful completion of other professional exams such as Part 1 or 2 of the ABHP may also be used to qualify for registration maintenance.

**Certification Maintenance in Other Organizations** -- An RRPT may take credit for participation in a certification maintenance program administered by another radiation protection organization as satisfying all requirements for registration maintenance provided the RRPT has maintained active Registry membership.

**Leave of Absence** -- When a RRPT expects to be absent temporarily from the full time practice of radiation protection, he/she may be granted a leave of absence for up to three years. The request must be made in writing to the Registration Maintenance Committee who will determine whether to grant the leave. If, during the granted leave of absence, the RRPT determines the leave will run longer than approved, a request for an extension may be made in writing. A reduced number of points will be required for the RRPT's cycles affected. The point reduction will be proportional to the length of the leave of absence. A leave of absence may extend from one cycle into another. However, this shall not alter the cycle schedule or the scheduled date(s) for submission of Registration Maintenance Worksheet(s) by the RRPT. Normal renewal fees will continue to be required.

**Retired RRPT Status** -- A RRPT may request that his/her RRPT be designated in a retired status. The RRPT does not

have to be actually retired from active employment to request this status but must no longer expect to be active as a radiation protection technician.

Retired status RRPTs may reactivate their registration if they have been in retired status less than five years by paying the current annual renewal and demonstrating that the Registration Maintenance requirements in effect at the time of reactivation have been met. If the Registration Maintenance cycle has not ended at the time registration is reactivated, the requirements need not be met until the cycle ends. If the cycle has ended prior to or at the time the registration is reactivated, it is necessary to show that the maintenance requirements were met before reactivation will be authorized. Reactivation occurring five years or more after entering retired status requires the retired RRPT to pass a current NRRPT® Examination.

Upon the granting of the retired RRPT status by the Board of Directors, the RRPT may no longer use the RRPT designation unless modified by "retired" or "ret." in parentheses. The RRPT will be listed in the Directory indicating the retired status. The annual renewal fee for retired status will apply.

### **Notification of Registration**

**Maintenance Results** -- Each Registration Maintenance worksheet will be reviewed. When the Registration Maintenance Committee determines that the RRPT has acquired at least the minimum number of required points, the RRPT will be sent written notice that the registration has been maintained.

When the Registration Maintenance Committee determines that a RRPT has not acquired the minimum number of points, the RRPT will be sent written notice and will be given the opportunity to provide additional information or otherwise resolve the issue. If the RRPT does not respond or the issue is not resolved, the RRPT will be notified in writing that his/her registration is no longer valid. The RRPT may appeal this decision to the Board of Directors following the Appeals Procedures in this publication.

**Appeals Procedures** -- All RRPTs who fail to meet the Registration Maintenance requirements have the right to appeal. The appeal must be submitted to the Executive Secretary. It must be submitted within six months of the date on which the notification was mailed informing the RRPT that the requirements were not met.

The RRPT may be granted: (1) an extension of time to complete the requirements or (2) exemption (full or partial) based on the factors outlined in the appeal. Such factors include undue hardship, incapacity, disability and other extenuating circumstances. Reasons justifying a time extension or exemption must be documented.

If activities were completed during the cycle but were not included on the worksheet, supplemental information may be submitted for acceptance. This information must be submitted within six months of the date the notification was mailed informing the RRPT that the requirements were not met.

If the appeal is denied by the Registration Maintenance Committee, the RRPT may request a review by the Board of Directors. A request for the review must be sent by the RRPT within thirty days of the date of receipt of the notification of the original denial of the appeal. The Board of Directors will send the results of their review of the appeal by certified return-receipt mail.

**Re-acquiring Registration by Examination** -- A RRPT who has not met the Registration Maintenance requirements and is notified that his or her registration is no longer valid, may re-acquire registration by passing a current NRRPT® examination within five years of being notified that the registration is no longer valid. Payment of the examination fee (\$75) is required. After the five year grace period, a former RRPT must meet all the requirements of a new applicant.

## APPENDIX A

### Activities Acceptable For Registration Maintenance Credit

Maintaining *NRRPT* membership is required for the complete registration cycle. Acceptable activities for Registration Maintenance credit do not require preapproval. Any activity meeting the Registration Maintenance criteria is acceptable for credit.

**Professional Practice.** Acceptable professional practice is radiation protection experience which would meet the definitions of acceptable experience for applicants for registration. An individual engaged in acceptable practice will earn 1 point for each 500 hours of professional practice per year up to a maximum of 3 points per year.

**Continuing Radiation Protection Training Programs.** An acceptable Continuing Radiation Protection Program is a program that meets the intent of a regulating or oversight agency's guidelines (e.g., INPO, NRC, DOE, etc.). An RRPT must attend and successfully complete the employer required training for the year which credit is claimed. Documentation of the organization's program approval must accompany the Maintenance Worksheet when submitted.

**Radiation Protection Organizations Membership.** To receive credit in this category the organization must be a not-for-profit organization meeting the following criteria:

1. The organization must have a technical or scientific orientation.

2. The organization must sponsor a technical conference at least bi-ennially and/or publish a technical journal at least quarterly.
3. To be considered a radiation protection organization, the primary functions of the organization must be in an area of radiation protection.
4. The organization must be generally recognized by radiation protection professions.

Full credit is allowed each year or fraction of a year of membership. Membership must be in the national organization rather than just a chapter or section for full credit. One-half credit is allowed if a RRPT is a member of a chapter or section rather than the national organization.

**Technical/Professional Committee Service and Radiation Protection Organizations Offices.** Service to most radiation protection and related organizations at the national or local level will count for credit. Service by non-governmental employees on radiation protection related governmental commissions, councils, and committees is also acceptable. Service at the local level means state, county, chapter, or city level.

**Professional Publications and Papers.** Credit is allowed for radiation protection related papers published in peer-reviewed journals, books or periodicals.

Papers must be at least 1500 words in length. Authoring a chapter in a technical book is also considered as a paper.

Reduced credit is allowed for radiation protection related papers published in journals or newsletters which are not peer-reviewed. Papers published does not include editorials or letters to the editor.

### **Preparation of Examination**

**Questions.** A good means of earning a few points without having to attend courses or conferences is to write examination questions. Credit is allowed for any five questions accepted by the Panel of Examiners for processing. Contact the NRRPT® Executive Secretary for a question-writing packet.

### **Professional Development**

**Conferences.** Most radiation protection related conferences sponsored by recognized organizations are acceptable. Examples include the Health Physics Society meetings, American Nuclear Society meetings, etc. Local and regional conferences receive credit, as do many employer-sponsored conferences. To be acceptable, at least 50% of the conference program must be related to radiation protection in some form.

**Continuing Education Courses.** A key means of meeting the requirements is through continuing education courses. Credit is allowed for any radiation protection related courses meeting the criteria of this section. "Radiation protection related" is defined as any subject covered on the NRRPT® examinations. Attending employer

sponsored or conducted courses receives credit. Developing and/or teaching continuing education courses also receives credit unless the course development or teaching is done for the RRPT's employer. In this latter case, the credit is included under the Professional Practice category as part of the RRPT's job requirements. Credit for teaching or developing is limited to courses intended for radiation protection technologists or other technicians or technologists of a comparable level. Credit is allowed for courses awarding CEUs and for courses approved for ABHP CM points.

The amounts of registration maintenance points allowed per category are shown on the following page. Home study courses are acceptable for credit provided that they award CEUs, ABHP CM points, or are accredited by the National Home Study Council (NHSC), 1601 18th Street, Northwest, Washington, D.C. 20009-2529. The NHSC is a Council on Post-secondary Accreditation (COPA) recognized accrediting body.

### **College/University Credit Courses.**

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated 1 of the **NRRPT** courses. For more information, visit ACE Credit's website at <http://www.acenet.edu/acecredit>



**Additional Degrees.** Earning a degree in radiation protection or other related technical and scientific disciplines beyond any degree held when initially registered results in the maximum of 20 points. The degree must be earned or awarded during the cycle for which credit is being applied, and must be awarded by an institution accredited by a COPA recognized accrediting body. Credit will not be allowed for additional degrees where credit was previously allowed for college/university credit courses, relative to the additional degree.

**Re-Examination.** The required 20 Registration Maintenance points can be earned by re-taking a current NRRPT® examination or by successfully completing another professional exam which is radiation protection related.

**Certification Maintenance in Other Organizations.** RRPTs who participate in a certification maintenance program administered by another radiation protection related organization (e.g., AAHP, AARP, etc.) will be considered to have maintained registration in the NRRPT® provided the certification maintenance in the other organization is maintained current. In addition, the RRPT must maintain active membership in the Registry during the maintenance cycle.

**Other Activities.** Although every effort has been made to include many of the ways to earn maintenance points, there may be others. Activities which the RRPT feels may be worthy for consideration for Registration Maintenance should also be included on the Maintenance Worksheet. Those activities will be evaluated for credit

and, if approved, the appropriate point value assigned.

## POINTS ALLOWED FOR ACCEPTABLE ACTIVITIES

	Category	Points	Maximum Points For 5-Year Cycle
1.	Active Professional Practice (max. 3/year)	1/500 hours	15
2.	Continuing Radiation Protection Program	1/year	5
3.	Membership in a Radiation Protection Organization		
	National Membership	1/org./year	
	Chapter/Section Membership	0.5/org./year	5
4.	Technical/Professional Committee Service and Organizational Offices		
	Local	1/year	
	National/International	2/year	5
5.	Professional Publication and Papers		
	Peer Reviewed Journal	1/paper	
	Non-Peer Reviewed Journal/Newsletter	0.5/paper	5
6.	Preparation of NRRPT® Examination Questions Accepted for Processing	0.5 for every 5 questions	none
7.	Professional Development Conferences		
	> 4 days	2/conference	
	> 2 days	1/conference	
	> 1 day, <2 days	0.5/conference	none
8.	Continuing Education Courses & Seminars		
	With CEU credits		
	Student	1/CEU	none
	Teacher	2/CEU	none
	Developer	0.5/CEU	15
	Without CEU Credits		
	Student: For each full 3 hrs of instruction	0.25	none
	Teacher: For each full 3 hrs of instruction	0.5	none
	Developer: For each full 3 hrs of course length	0.125	15
	With ABHP CM Points		
	Student	0.25/ABHP CM	none
	Teacher	0.5/ABHP CM	none
	Developer	0.125/ABHP CM	15

Category		Points	Maximum Points For 5-Year Cycle
	Home Study (NHSC Accredited) hours of study	1 per 10 clock none	
9.	College/University Credit Courses		
	Student	2/semester hour	none
	Teacher	4/semester hour	none
	Developer	1/semester hour	15
10.	Additional Degrees	20	none
11.	Re-Examination or related examinations	20	none
12.	Other Certification Maintenance Programs	20	none

## APPENDIX B

### Acceptable Documentation To Support Registration Maintenance Points Claimed

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| <ol style="list-style-type: none"><li>1. <b>Active Professional Practice.</b> Letter of verification from your employer, or other documents, verifying dates of employment and radiological responsibilities.</li><li>2. <b>Continuing Radiation Protection Training Program.</b> A letter signed by a representative from the organization's training program which indicates the type of regulatory or oversight agency, dates of attendance, and successful participation by the RRPT.</li><li>3. <b>Health Physics Organization Membership.</b> Copies of your membership certificates showing dates of membership, dues receipts, cancelled check, or similar records.</li><li>4. <b>Technical/Professional Service.</b> A letter or other document appointing you to the committee or verifying your election to office and indicating the organization, name of committee or office, and inclusive dates of your appointment or election.</li><li>5. <b>Publication and Papers.</b> A copy of the first page of your article indicating the title, journal name, date of publication, and other authors, if any. For chapters of books, a copy of the title page showing the title, publisher, date of publication, and authors.</li></ol> | <ol style="list-style-type: none"><li>6. <b>NRRTPT<sup>®</sup> Question Preparation.</b> Copies of letters or certificates from the Exam Panel acknowledging the receipt and acceptance of your questions.</li><li>7. <b>Professional Development Conference.</b> Registration receipts, cancelled checks, hotel receipts, airline tickets, etc. The documentation should provide the name of the conference, sponsoring organization and dates of attendance.</li><li>8. <b>Continuing Education Courses and Seminars</b><ol style="list-style-type: none"><li>a. <b>Attending Courses</b><ol style="list-style-type: none"><li>(1) <b>CEU Courses and Courses with ABHP CM Points.</b> A Copy of your certificate of completion, showing course title, date attended, and credits received.</li><li>(2) <b>Courses Without CEUs or Other Acceptable Credit.</b> A copy of your certificate of attendance and a course outline showing dates of attendance, length of course (hours) and topics covered.</li></ol></li></ol></li></ol> |
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b. **Teaching and Developing Courses**

(1) **CEU Credit Courses and Courses with ABHP CM**

**Points.** An appointment letter or similar document showing that you were appointed to teach the course and a catalog description or information brochure describing the course and indicating the number of credits. If you developed the course as well as taught the course, a letter or other documentation from the academic institution or course sponsor verifying that you developed it is necessary.

(2) **Short Courses Without CEU Credits.** Documentation should verify that you taught or developed the course and should include course outline, dates of the course, length of the course, and topics covered.

9. **College/University Credit Courses**

a. **Attending Courses.** A copy of your grade report or transcript showing date of completion and credits earned.

b. **Teaching and Developing Courses.**

An appointment letter or similar document showing that you were appointed to teach the course and a catalog description or information brochure describing the course and indicating the number of credits. If you developed the course as well as taught the course, a letter or other documentation from the academic institution verifying that you developed it is necessary.

10. **Additional Degrees.** An official transcript showing the degree and date awarded.

11. **Re-Examination.** Documentation is not required if the NRRPT exam is taken; records are maintained by the Executive Secretary. If another professional exam is being claimed for credit, a copy of the notification of passing the exam can be used for documentation.

12. **Another Certification Maintenance Program.** Verification letter from the certifying organization or documentation of continuing active membership in the certifying organization.