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## ORDER INFORMATION

### ➔ How do I order materials from ICPME?

ICPME accepts only online orders for materials. To enroll in online courses or order materials, create or log in to your account at [www.icpme.us](http://www.icpme.us). Courses can be found by searching through the COURSE LIBRARY.

- To participate in an online course, click ENROLL NOW (no charge)
- To order a print module or CD, click ORDER NOW (shipping charges apply)

### ➔ What if I live outside of the United States?

Orders for shipments outside of the United States CANNOT be accepted online. To place an international order, call ICPME at 607-257-5860 ext 10 or email or email your request to [information@icpmed.com](mailto:information@icpmed.com)

There is no charge for the educational material, however, for international orders a \$35 handling fee plus shipping costs applies.

### ➔ What about rush orders?

ICPME can process most rush orders within 24 hours. To place a rush order call ICPME at 607-257-5860 ext 10. There is no charge for the educational material, however, for rush orders a \$35 handling fee plus shipping costs applies.

### ➔ What about large-quantity orders? (> 25 items)

There is no charge for the educational material; however, for large-quantity orders a \$35 administrative fee plus shipping costs applies. To place a rush order, call ICPME at 607-257-5860 ext 10 or email your request to [information@icpmed.com](mailto:information@icpmed.com).

### ➔ What is the cost for ICPME self-study educational materials?

Generally, ICPME self-study activities are developed through grant support and the education is free to learners. Most self-study activities are available in multiple formats, ie, online, print, CD, or DVD formats. Online activities are free of charge. A small shipping and handling fee applies to print, CD, and DVD activities.

## POSTTEST INFORMATION

➔ **Can I submit my posttest online at [www.icpme.us](http://www.icpme.us)?**

Yes, you can submit your posttest for self-study activities online. The [www.icpme.us](http://www.icpme.us) website has been recently upgraded and ICPME is committed to having all posttests available ONLINE by 06/01/10. Please note the following instructions to complete the posttest online:

***To complete the posttest for materials ordered BEFORE 05/01/10***

1. Go to [www.icpme.us](http://www.icpme.us).
2. LOGIN to your account (link in the upper right corner).
3. Go to the COURSE LIBRARY and search for the course for which you would like to submit a posttest.
4. Click on ENROLL NOW and follow the enrollment instructions. Enrollment is free.
5. Once you are enrolled, the program is accessible from your account. Click on MY ACCOUNT in the upper right corner of the home screen.
6. Click on the Course Title in your account.
7. Click on the POSTTEST button (left side of your screen).

***To complete the posttest for materials ordered AFTER 05/01/10***

1. Go to [www.icpme.us](http://www.icpme.us).
2. LOGIN to your account (link in the upper right corner).
3. If you ordered your materials using your log-in, the program is accessible from your account.\* Click on MY ACCOUNT in the upper right corner of the home screen.
4. Click on the Course Title in your account.
5. Click on the POSTTEST button (left side of your screen).

\*If you received your materials from a colleague, please follow the instructions ***To complete the posttest for materials ordered BEFORE 05/01/10*** (above).

## CERTIFICATE INFORMATION

### ➔ How much does it cost to obtain a certificate of credit?

There is currently no charge for credit certificates.

### ➔ How do I replace a lost certificate?

#### *If you were emailed or sent a postcard certificate*

To replace a postcard or emailed certificate, call ICPME at 607/257-5860 ext 10 or email [information@icpmed.com](mailto:information@icpmed.com) to request a duplicate certificate. There is a \$10 replacement charge for **EACH** lost certificate.

#### *If you printed a certificate ONLINE at [www.icpme.us](http://www.icpme.us)*

Your online account is a permanent record of the credit certificates you have earned through [www.icpme.us](http://www.icpme.us). Certificates can be reprinted at anytime by accessing your online account.

1. Go to [www.icpme.us](http://www.icpme.us).
2. Log-in by clicking on LOGIN in the left corner of the home page. Enter your log-in information.
3. Click on MY ACCOUNT in the left corner of the home page.
4. Select the certificate you would like to reprint.

#### *If you printed your certificate ONLINE at [www.radiologyinonet.com](http://www.radiologyinonet.com)*

1. Go to [www.radiologyinonet.com](http://www.radiologyinonet.com).
2. Enter your member ID (email address) and Password.
3. Click on the link below your name VIEW YOUR COMPLETED COURSES.
4. Click on the course name.
5. Print your certificate.

### ➔ Do you release credit information to the AMA, ARRT, ARMRT, or Florida DOH for tracking my CEs?

ICPME does not submit credit information to any credentialing organization. It is your responsibility to track and forward certificate information to your professional accrediting body.

TECHNOLOGISTS MODULE SERIES

➔ **What happened to the *CT for Technologists* module series?**

The five-module series on CT expired on 12/31/2009. Posttests can be submitted for credit with a passing grade until the following dates:

CT Module 1	10/01/10
CT Module 2	Expired 03/01/10
CT Module 3	10/01/10
CT Module 4	11/01/10 (ARRT only, expired Florida DOH)
CT Module 5	Expired 05/01/10

➔ **Is the *MRI for Technologists* module series still available?**

All six modules are available in both print and online. You may order the print material through the ICPME website by clicking ORDER NOW (shipping charges apply) or view, download, and print all modules by chapter by clicking ENROLL NOW (no charge).

Current expiration dates for the MRI series are below. As the expiration dates approach, ICPME will request a content review by ASRT, and the dates will likely be extended.

MRI Module 1: Basic Applications	06/30/11
MRI Module 2: Technical Considerations	11/01/10
MRI Module 3: Vascular and Cardiac	02/01/11
MRI Module 4: Neuroradiological	01/11/11
MRI Module 5: MSK and Head and Neck	12/31/11
MRI Module 6: Body Applications	01/01/12