

FREQUENTLY ASKED QUESTIONS

ORDER INFORMATION

PAGE 2

- ➔ **How do I order materials from ICPME?**
- ➔ **What if I live outside of the United States?**
- ➔ **What about rush orders?**
- ➔ **What about large-quantity orders? (> 25 items)**
- ➔ **What is the cost for ICPME self-study educational materials?**

POSTTEST INFORMATION

PAGE 3

- ➔ **Can I submit my posttest ONLINE at www.icpme.us?**

CERTIFICATE INFORMATION

PAGE 4

- ➔ **How much does it cost to obtain a certificate of credit?**
- ➔ **How do I replace a lost certificate?**
 - If you were emailed or sent a postcard certificate*
 - If you printed a certificate ONLINE at www.icpme.us*
 - If you printed your certificate ONLINE at www.radiologyinonet.com*
- ➔ **Does ICPME release credit information to the AMA, ARRT, ARMRT, or Florida DOH for tracking my CEs?**

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. 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

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.

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

Generally, ICPME self-study activities are developed through grant support and the educational content is provided at no cost to learners. Most self-study activities are available in multiple formats, ie, online, print, CD, or DVD formats. Online activities are provided at no cost; shipping and handling fee applies to print, CD, and DVD activities.

Please note: for Premium Educational Activities, a credit fee applies. Please refer to page 4 for more information.

POSTTEST INFORMATION

➔ **How do I submit my posttest online at www.icpme.us?**

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

1. Go to 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.
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?

Most of the activities offered by ICPME are provided free of charge through educational grants provided by pharmaceutical companies and equipment manufacturers.

However, in the face of shrinking grant funds ICPME is developing ways to ensure quality education will continue to be available. To that end, ICPME is self-supporting a series of Premium Educational Activities. These activities are identified on the ICPME website.

Please note the following regarding Premium Educational Activities:

- There are no fees to participate in Premium Educational Activities and self-assess by completing the posttest.
- A fee will be charged only to receive credit for this activity.
- Participants can be sure they have successfully passed and are eligible for credit before they pay for their certificate.

Premium Educational Activities Fees

Number of Credits	Fee to Receive Credit
0.5 - 1.0	\$10
1.5 - 2.0	\$15
2.5 - 3.0	\$20
3.5 - 4.0	\$25
4.5 - 5.0	\$30
5.5 - 6.0	\$35
6.5 - 7.0	\$40

➔ 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 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

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

1. Go to 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

1. Go to 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.

➔ Does ICPME 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.