ACR NM/PET Accreditation Checklist and Milestones
Initial, Renewal and Reinstate Applications

☐ **RENEWALS:** Time to renew email sent to the facility 8 months prior to certificate expiration date.
NOTE: Time to renew email is sent to the facility login, modality supervising physician and administrator listed in the accreditation database for the account. If personnel has changed since the last accreditation, log into the accreditation database and "Start Renewal" 8 months prior to expiration.

☐ Review Complete Accreditation Information: Nuclear Medicine and PET, available at the following address:
www.acr.org/NMAPInfo

☐ Submit the application including:

    ○ Fee
    ○ Signed Survey Agreement

☐ *Application Submitted* confirmation email is sent to the facility login.

☐ ACR accepts the application, online Testing Package is issued for each unit applied for and the testing cycle begins.

☐ *Testing Materials Available Online* email is sent to the facility login.
(Testing is due 45 days after application is accepted by the ACR)

☐ Online Testing Package is submitted by the facility including:

    ○ Clinical images reviewed and approved by the supervising physician (Submit entire exams)
    ○ QC and SPECT phantom images reviewed and approved by the qualified medical physicist
    ○ Completed online data forms
    ○ Most recent physicist report including the annual performance tests; most recent dose calibrator (quarterly linearity and annual accuracy tests) and uptake probe (Chi Square report), if applicable; and documentation of corrective action, if applicable

☐ *Testing Package Completed Online* confirmation email is sent to the facility login.

☐ ACR reviews the clinical images, phantom images, and all forms and paperwork submitted in the Testing Package and issues a Final Report. *Final Report issued* email is sent to the modality supervising physician, technologist contact, facility login and administrator.

    ○ Facility reviews the Final Report noting areas for potential improvement

☐ If the final outcome is APPROVED, ACR sends a 3-year accreditation certificate and marketing toolkit to the attention of the modality supervising physician. The facility appears on the ACR Accredited Facility list on acraccreditation.org with its new expiration date.

    ○ After the first unit at a facility is approved the facility receives and completes the Accreditation Survey

☐ If the final outcome is NOT APPROVED, an *Option Form sent* email is sent to the modality login within 48 hours of Final Report issuance. Note: The Final Report must be viewed by the facility before the option form becomes available.

    ○ Facility must submit the option form within 15 days (Repeat, Appeal or Withdraw)