

# Re-accreditation instructions

1. Log in to your "Own Page" at <https://courses.fetalmedicine.com/login/login>

## FMF Courses

Please log in

Name:

Password:

2. Proceed to the "Instructions on certification and licensing" section to your images.

### Instructions on certification and licensing

**The 11-13 weeks scan:** To obtain a certificate of competence you need to attend the online course on the 11-13 weeks scan and submit images for nuchal translucency. This will give you a license which enables access to the software for calculation of risk for trisomies based on nuchal translucency with or without biochemistry. For access to calculation of risk based on **nasal bone, ductus venosus** and **tricuspid flow** you need to upload images for these ultrasound markers as well. To maintain your licenses you need to submit images for each marker every year. To submit images please [click here](#).

**Preeclampsia screening:** To obtain a certificate of competence and license you need to attend the online course on preeclampsia screening and submit images. To maintain your license you need to submit images every year. To submit images please [click here](#).

3. Be certain to read the following instructions before uploading your images:

## Submission of images and data for certification and licensing

### Nuchal translucency, nasal bone, ductus venosus flow, tricuspid flow, preeclampsia screening

#### Please read before uploading images and data

##### Submission of images:

- **Images must be in JPEG, PNG or GIF format.**
- **The resolution** should be the original size, if possible, but at least 540 x 430.
- **The date and time** of the scan should always be clearly visible on each image. The date on the images should be as it appears on your ultrasound machine screen. Images with time and date stamp generated by PACS system will not be accepted.
- Images can be from the same fetus, but must be acquired at a different time.
- The images must be less than 12 months old from the date of submission and must be acquired **after reading the last previous report**.
- **Nasal bone, tricuspid flow** and **ductus venosus flow:** To obtain the certificate of competence or renew your license you need to do a quick online test and then upload 3 images. Please note, the pulsatility index must be measured on the ductus venosus and uterine artery Doppler images.
- **Renewal of all licenses** (including extra markers) is required **annually**. Please note that NT images need to be uploaded first.

**Submission of NT data:** The file must contain a **minimum of 30 cases from the past 12 months** in order to be accepted and included in your online report. If you perform fewer than 30 measurements / year, your audit will be based upon image evaluation only. If you do not have access to your data file and have completed greater than 30 NTs/year sent to a lab, please email [usaaudit@fetalmedicine.org](mailto:usaaudit@fetalmedicine.org) with your name, FMF ID number ( ) and the name of the lab(s) you send to.

For more information, please [click here](#).

4. Select the appropriate marker from the dropdown menu under the audit type:

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**Step 1: select audit type**

Audit type:  ▼

5. Upload three separate image files

**Step 2: select three images**

Select **three** images of nuchal translucency showing the time and date and the calliper placement.

First image file:  No file selected.

Second image file:  No file selected.

Third image file:  No file selected.

6. Upload a data file:

**Step 3: add a data file**

Here you can upload a data file containing your NT measurements. "Data file" refers to the list of dates, CRL and NT measurements you have performed during the audit period. A good distribution of measurements is a condition for being included on the list of sonographers with a satisfactory data audit.

For details on exporting your data from Astraia or the FMF software [click here](#).

For details on exporting your data from ViewPoint [click here](#).

If you want to know how to submit data from Excel or another program, [click here](#).

- I have a file to upload
- I don't have any data
- I have less than 30 cases

**NOTE:** If you are uploading your data file and the file contains fewer than 30 cases from the past 12 months or it is in the incorrect format, your submission (including the images) will NOT go through. You will then need to re-upload your three images only and email your data file as an attachment to [usaaudit@fetalmedicine.org](mailto:usaaudit@fetalmedicine.org) for analysis.

If you have completed > 30 NT scans in the past 12 months and send to a lab for the risk calculation and do not have access to your data file, email [USAaudit@fetalmedicine.org](mailto:USAaudit@fetalmedicine.org) include your name, FMF ID number and the name of the lab(s) you send to so that your data file may be acquired and uploaded for the distribution analysis.

7. Upload your files:

**Last step: send your files**

Note: Before you upload your audit please [click here](#) to view the new audit policies.

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8. You will not be able to see your images after you have uploaded them until they have been evaluated. **The message "Image files saved" IS your confirmation** that the images were properly uploaded. It is not necessary to contact the FMF to verify upload when this message appears.

If you cannot upload your images and data on this page, please print and complete the re-accreditation form and mail in with your images and data, quoting your name and FMF ID number to:

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