



## FELLOWSHIP EXAM DOCUMENTATION REQUIREMENTS

After having been deemed eligible for the Fellowship exam by the credentialing committee or the CCPM Board, candidates are required to provide additional written documentation to the CCPM Office by the date specified by the Registrar.

With the exception of reference letters, all the material listed below must be submitted in a single file (Microsoft Word or Adobe PDF format). Reference letters should be sent by the references directly to the CCPM office. **No extensions will be made for late material.**

**Candidates are required to submit a description of one significant project in which they assumed a leadership role. The standards of significant scope and leadership role will be rigorously evaluated. This project may be in the realm of clinical physics or research/academic.**

Note that research-themed projects will be acceptable provided that there is a tangible clinical application (present or future) for the work. The research should have a coherent theme, student supervision and a track record of publication (as first and/or senior author) and peer-reviewed funding. The candidate must convincingly make the case that the area of research is already having, or will have in the future, an impact on clinical care.

The candidate must submit:

1. A 300-word abstract that briefly summarizes the goals and outcomes of the project and the role of the applicant.
2. Up to four (4) pages of documentation related to the project. These pages allow the candidate to provide additional detail to clarify the scope of the project, the results and any other information the candidate wishes to provide. The objective of these pages is NOT to provide significant technical detail (e.g., mathematical derivations) – rather, it is space provided to convey the significance of the body of work (i.e., scope, impact, timelines, etc.) and the candidate's role therein.
3. Three (3) letters of review from references who worked closely on the project with the applicant: administrators; radiation oncologists; nurses; radiation therapists; dosimetrists; former physics fellows, residents or students; physics assistants; etc. These letters may be from the same referees as in the credentialing process, but do not have to be. A reference from anyone currently reporting directly to the applicant cannot be accepted. The letters should together provide a 360° evaluation of the applicant. Letters should include reference to both experience and leadership. Descriptions of the

applicant's role in the above project would be particularly helpful. The required format may be found in the Fellowship Documents page of the website.

**Please Note:** At least one (1) of these letters should come from a professional who is NOT a physicist.

4. A personal statement – up to four (4) pages – for the purpose of describing other areas of contribution to their local clinic, academic program or the profession at large. This document purpose is to allow the candidates to demonstrate their contribution to the clinic or the profession in greater details than what is found in the candidate's resume. The personal statement is an opportunity to convince the exam panel of the significance of the work activities outside of the submitted project and demonstrate the candidate's leadership.