

**CANADIAN  
COLLEGE OF  
PHYSICISTS IN  
MEDICINE**



**LE COLLÈGE  
CANADIEN  
DES PHYSICIENS  
EN MÉDECINE**

**Regulations  
of the  
Canadian College of Physicists in Medicine**

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## **A. Code of Ethics**

### **A.1. Code of Ethics**

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The Canadian College of Physicists in Medicine (CCPM) Code of Ethics is intended to aid members of the CCPM in maintaining ethical conduct in their profession. The Code of Ethics articulates a set of core values intended to aid all Members and Fellows and those conducting business with CCPM in maintaining ethical conduct in their profession. The Principles, along with guidelines to interpret the principles, are not intended to be a set of rules but rather a framework by which members may determine the appropriateness of their conduct in relationships with patients, employers, co-workers, colleagues, members of other professions, governments, and the public.

## **B. Duties of Officers**

### **B.1. President**

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The President shall provide leadership to the Board and the College.

- B.1.1. The President shall ensure that the business of the College is conducted according to its Regulations.
- B.1.2. The President shall make every reasonable effort to be present and to preside at all annual general meetings of the College.
- B.1.3. The President shall make every reasonable effort to be present and to preside at all meetings of the Board of the College.
- B.1.4. The President shall call to the attention of the College any matter which affects or potentially affects its interest.
- B.1.5. The President shall represent the membership and ensure appropriate communication to other organizations as required.
- B.1.6. The President shall take action in accordance with recommendations approved by the Board of the College or annual general meetings of the College.

### **B.2. Vice-President**

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The Vice-President shall assist the President in the discharge of his/her duties and be prepared to serve as President if requested by the Board.

- B.2.1. The Vice-President shall preside at any meeting of the College or its Board from which the President is absent.
- B.2.2. The Vice-President shall maintain a list of CCPM delegates and representatives to other organizations.

### **B.3. Registrar**

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The Registrar shall manage the certification activities of the College.

- B.3.1. The Registrar is responsible for producing an annual registry of Members and Fellows of the College as well as a registry of physicists certified in Mammography.
- B.3.2. The Registrar shall prepare and distribute information pertaining to the application process for Membership, Fellowship, Recertification and awards.
- B.3.3. The Registrar shall process applications for Membership, Fellowship, Recertification and awards.
- B.3.4. The Registrar shall be the Chairperson of the Credentials Committee.
- B.3.5. The Registrar shall nominate members of the Credentials Committee.
- B.3.6. The Registrar shall collaborate with the CCPM office to maintain the CCPM database, that will include the date(s) of election to Membership, Fellowship and Mammography, recertification status, and status on payment of annual dues.
- B.3.7. The Registrar shall be responsible for and co-ordinate the Recertification process.

### **B.4. Secretary-Treasurer**

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The Secretary-Treasurer shall be responsible for the administrative and financial activities of the Board and the College.

- B.4.1. The Secretary-Treasurer shall record and distribute the minutes of the Annual General Meeting and the Board Meetings.

- B.4.2. The Secretary-Treasurer shall supervise the financial affairs of the College, including preparation of budgets for College initiatives.
- B.4.3. The Secretary-Treasurer shall maintain the Bylaws and Regulations of the College.
- B.4.4. The Secretary-Treasurer shall be the liaison with the CCPM Office on matters related to the CCPM website.
- B.4.5. The Secretary-Treasurer shall maintain records of the Board Membership and duration of tenure of each member of the Board.

## **B.5. Chief Examiner**

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- The Chief Examiner shall ensure that College examinations are conducted in accordance with the Regulations of the College.
- B.5.1. The Chief Examiner shall serve as the Chairperson of the Examination Committee.
  - B.5.2. The Chief Examiner shall nominate members of the Examination Committee.
  - B.5.3. The Chief Examiner shall co-ordinate the setting and marking of examinations.
  - B.5.4. The Chief Examiner shall co-ordinate and chair the Fellowship examination committee.
  - B.5.5. The Chief Examiner shall assist the Deputy Chief Examiner in the maintenance and updating of the examination question bank.
  - B.5.6. The Chief Examiner shall ensure that the examination procedures of the College are followed.

## **B.6. Deputy Chief Examiner**

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- The Deputy Chief Examiner shall assist the Chief Examiner in the discharge of his/her duties, and be prepared to serve as Chief Examiner if requested by the Board.
- B.6.1. The Deputy Chief Examiner shall assist the Chief Examiner in the setting and marking of examinations.
  - B.6.2. The Deputy Chief Examiner shall assist the Chief Examiner in the co-ordination of the Membership oral examinations.
  - B.6.3. The Deputy Chief Examiner shall assist the Chief Examiner in the co-ordination of the Fellowship examinations.
  - B.6.4. The Deputy Chief Examiner shall serve as the Chairperson of the Exam Content Review Committee.
  - B.6.5. The Deputy Chief Examiner shall coordinate the maintenance and updating of the examination question bank.

## **B.7. Executive Director**

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- The Executive Director shall assist in the management and administration of the operations and programs of the College.
- B.7.1. The Executive Director is accountable to the President of the College
  - B.7.2. The Executive Director supervises the CCPM office. This includes: assigning work as required, ensuring that it is completed in a timely and competent manner, reviewing invoices for services provided, and authorizing their payment.
  - B.7.3. The Executive Director assists the CCPM Board in meeting deadlines and ensures that day-to-day business and correspondence is dealt with.
  - B.7.4. The Executive Director ensures that the CCPM Board is aware of the implications of relevant Federal legislation on the operations and Bylaws of the CCPM.
  - B.7.5. The Executive Director develops and implements strategies for all aspects of CCPM membership; including recruitment, retention, and maintenance of records.

- B.7.6. The Executive Director is responsible for arranging and managing the Annual General Meeting including liaising with any third parties involved.
- B.7.7. The Executive Director reviews actual operational revenues and expenditures in accordance with plans and budgets and consults with the Secretary-Treasurer on operations and variances.
- B.7.8. The Executive Director assists the Secretary-Treasurer with developing budgets, verifying accounts payable, issuing annual dues notices and other invoices, and maintaining financial records.
- B.7.9. The Executive Director acts as a research resource for all committees of the CCPM.
- B.7.10. The Executive Director assists the Vice-President in maintaining current knowledge of the policies and activities of other relevant professional societies and groups.

## **C. Administration**

### **C.1. Travel**

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Members or Fellows of the College may be reimbursed for travel expenses incurred while carrying out College business, such as attendance at Board meetings or Membership and Fellowship oral examinations.

- C.1.1. All College members are required to adhere to the CCPM Travel Expenses Guidelines.
- C.1.2. Expenditures beyond the prescribed rates may be reimbursed at the discretion of the President.
- C.1.3. Expenditures within the prescribed limits will be reviewed and approved by the Secretary-Treasurer.
- C.1.4. Travel expense claims are to be submitted to the Secretary-Treasurer.

### **C.2. Miscellaneous Expenses**

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Members of the Board and College may be reimbursed for reasonable miscellaneous expenses incurred on behalf of the College or when engaged in the conduct of the affairs of the College as directed by the Board.

- C.2.1. All non-travel-related expenses are deemed miscellaneous.
- C.2.2. Miscellaneous expense claims are to be submitted to the Secretary-Treasurer.

### **C.3. Nominating Committee**

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A Nominating Committee chaired by the immediate Past President of the College shall identify individuals willing to stand for election to vacant positions on the board of the CCPM.

- C.3.1. A Nominating Committee shall be formed at the request of the President to recommend suitable individuals who are willing to stand for election to fill positions on the Board which, from time to time, become vacant.
- C.3.2. The Nominating Committee shall be chaired by the immediate Past President of the College.
- C.3.3. The Chair of the Nominating Committee, in consultation with the President, will select two other College Members or Fellows, at least one of whom shall not be a member of the Board to sit on the nominating committee.
- C.3.4. The President shall notify the Chair of the Nominating Committee of Board vacancies at least three months prior to the Annual General Meeting.
- C.3.5. The Nominating Committee shall solicit input from the membership when selecting nominees for Board positions.
- C.3.6. In selecting nominees for Board positions the Nominating Committee shall attempt to reflect the membership of the College in sub-specialty and geographic region.
- C.3.7. Potential nominees shall be approached by the Chair of the Nominating Committee to ascertain their willingness to stand for election to the board.
- C.3.8. The Chair of the Nominating Committee shall submit the names of nominees to the board so that their names may be listed on the election ballot at the next AGM.
- C.3.9. The Secretary-Treasurer will list the nominated individuals on the ballot for the election to be held at the next AGM.
- C.3.10. Elections will be held in accordance with the Bylaws to determine the elected board members.



#### **C.4. Review of Regulations**

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All documents contained in the Regulations shall be reviewed at least every three years to ensure that the content is current.

- C.4.1. The Secretary-Treasurer is responsible for maintaining the current Regulations and for identifying documents scheduled for review.
- C.4.2. Documents shall be written according to existing format and content.
- C.4.3. Reviewers of documents shall be selected by the Board on the basis of their expertise and knowledge in the area of interest.
- C.4.4. Reviewers shall submit proposed amendments to the Secretary-Treasurer for distribution to the Board.
- C.4.5. The Board shall review and approve all new and revised Regulations.
- C.4.6. Superseded documents shall be retained by the Secretary-Treasurer for a period of ten years after which time they may be destroyed.

#### **C.5. Appeals, Variances and Errors**

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A record of all appeals, regulation variances, and errors shall be maintained.

- C.5.1. Documentation relating to an appeal concerning a decision of the Board of the College or of one of its directors shall be filed by the Secretary-Treasurer.
- C.5.2. Variances from the Regulations may be permitted in exceptional circumstances.
- C.5.3. Such variances require the approval of at least three Board members and shall be documented and submitted to the Secretary-Treasurer.
- C.5.4. Errors made by a director of the College and affecting College matters shall be documented and submitted to the Secretary-Treasurer.
- C.5.5. All appeals, Regulation variances and errors shall be submitted by the Secretary-Treasurer to the Board at the next meeting.
- C.5.6. The Board shall decide what action, if any, to take in response to an appeal, Regulation variance or error.

#### **C.6. Bilingualism**

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The CCPM shall endeavour to offer its services to Canadian medical physicists in both English and French.

- C.6.1. Official documents of the College, such as Bylaws, Regulations, application instructions, forms, etc, shall be maintained in both English and French.
- C.6.2. The question banks for the membership exam shall be maintained in English and French. New questions developed for the question banks shall be translated.
- C.6.3. The written membership exam shall be offered in French to candidates upon request. The Chief Examiner shall identify College Members or Fellows who are fluent in French to act as markers for exams written in French.
- C.6.4. The membership oral exam shall be offered in French to candidates upon request. Translation of questions shall be arranged by the Chief Examiner in advance of the exam date.
- C.6.5. The fellowship oral exam will not be routinely offered in French. A candidate may request a French fellowship oral exam. This request should be considered by the Board on an individual basis, and reasonable efforts should be made to accommodate such a request.
- C.6.6. Board meetings and Annual General Meetings should be conducted in the language of the majority of participants. The Board may consider simultaneous translation of the AGM, or conducting a bilingual AGM, if sufficient interest from the membership warrants the effort and expense.

- C.6.7. Every attempt should be made to ensure that the CCPM website contains all documents in both French and English, and that these documents are complete and accurately translated.
- C.6.8. The CCPM will use professional translation services as required. The technical nature of some documents may necessitate using translation companies with expertise in technical and medical documents. Following translation, technical documents such as exam questions should be proofread by a CCPM member or fellow with linguistic and technical expertise, to ensure the accuracy of translation of scientific terminology. The Board may offer an honorarium to members or fellows who perform significant proofreading.

## **C.7. Replacement of Certificates**

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On occasion, replacements for certificates may be issued.

- C.7.1. If a request is received from a Member or Fellow to re-issue a certificate, the registrar will determine if the original certificate would still be valid and if the requester is a Member in good standing.
- C.7.2. The registrar will report to the board and assuming the conditions in section [C.7.1](#) are fulfilled, a replacement certificate (unframed) will be issued.
- C.7.3. The prominent date on the replacement certificate will be the date that the original certificate was issued.
- C.7.4. The replacement certificate will have the following text added below the prominent date line: "This certificate issued on DDMMYYYY in replacement of the original certificate".
- C.7.5. The replacement certificate will be signed by the current board members responsible for signing new certificates.
- C.7.6. A fee as stipulated in the CCPM schedule of fees will be charged to replace the certificate (unframed).

## **C.8. Non-Disclosure and Cheating**

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- C.8.1. All candidates for CCPM exams must sign and submit to the Registrar prior to the examination, the following statement on non-disclosure and cheating.
- I acknowledge and agree that all content, including questions and answers, are the proprietary and confidential information of CCPM and may not be copied, reproduced, modified, published, uploaded, posted, transmitted, communicated orally or distributed in any way, in whole or in part. This provision does not apply to materials made public by the CCPM such as the question banks posted on the CCPM website.
  - I further acknowledge that taking certain actions, including but not limited to the following, will be regarded as cheating:
    - Possessing in the exam facility any materials or equipment not approved and/or authorized by CCPM
    - Giving, receiving or obtaining unauthorized assistance during the exam, or attempting to do so.
    - Removing or attempting to remove exam materials that are not to be removed from the exam facility.
    - Making false representations on CCPM membership applications or falsifying supporting documentation.
    - Seeking or having access to any exam materials before the exam is administered.

- Impersonating an examinee or engaging someone else to take the exam by proxy.
  - Causing any disturbance during the exam.
- C.8.2. If an invigilator or examiner suspects that any candidate has in any way cheated during the taking of an exam, they must report this to the Chief Examiner immediately.
- C.8.3. Any incidents of suspected cheating reported to the Chief Examiner will be investigated by the Chief Examiner immediately. If (s)he determines that cheating has occurred, (s)he will report this to the Board. The Board will then determine what further action will be taken. This action may include the immediate issuance of a failing grade for the exam and banning the candidate from eligibility to retake the exam for a period of up to ten years.
- C.8.4. Any candidate found to be cheating as determined by the Chief Examiner may appeal this decision to the Board. The Board will consider the evidence presented by the Chief Examiner and the candidate and make a final decision on the matter. The Board's decision is not subject to appeal.

## D. Membership

### D.1. Standards for Membership

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Candidates for Membership shall demonstrate competence in up to two of the following subspecialties of medical physics:

1. Radiation Oncology Physics
2. Diagnostic Radiological Physics
3. Nuclear Medicine Physics
4. Magnetic Resonance Imaging

Members desiring recognition in more than one subspecialty must fulfill the requirement in each field and will be required to submit separate applications for recognition in each field.

Members certified in any ionizing radiation subspecialty are recognized to have competence in ionizing radiation safety, while Members certified in Magnetic Resonance Imaging are recognized to have competence in magnetic and electromagnetic field safety.

Competence will be assessed by means of an Examination process.

- D.1.2. The candidate shall demonstrate familiarity with clinical medical physics practice characterized by familiarity with concepts of clinical medical physics, clinical anatomy, radiation biology and relevant biological science.
- D.1.3. The candidate shall demonstrate critical knowledge within the designated subspecialty with competent answers to previously unpublished questions.
- D.1.4. The candidate shall demonstrate detailed knowledge within the designated subspecialty by providing well developed answers to previously published questions.
- D.1.5. The candidate shall demonstrate thorough knowledge of radiation safety (for ionizing radiation subspecialties), as characterized by: thorough knowledge of the biological effects of ionizing radiation; detailed knowledge of Canadian radiation safety regulations, and the principles and practices of radiation protection.
- D.1.6. The candidate shall demonstrate judgment skills commensurate with clinical practice.
- D.1.7. The candidate shall demonstrate communication skills commensurate with clinical practice.

### D.1. Eligibility

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Candidates for the Membership examination shall meet the following minimum criteria.

- D.1.1. Applicants for the Membership examination shall possess a Masters or Doctoral degree from an accredited university or college in Medical Physics, Physics, Science with Physics as a major option, Engineering or Applied Mathematics
- D.1.2. Applicants for the Membership examination shall possess a minimum of two years full time equivalent comprehensive patient related experience in physics as applied to medicine following the qualifying degree as defined in section [D.2.1](#). This experience must be completed by March 31st of the year the examination is to be taken, and must have been acquired in the previous 5 years.
- D.1.3. The experience requirement of [D.2.2](#) can be met during a CAMPEP Accredited Residency program or Bridging program but cannot include work or studies undertaken towards the award of a Masters or Doctoral degree.
- D.1.4. The term “patient related” refers to a comprehensive set of activities such as the design, development, purchase, commissioning, calibration and use of medical equipment for the diagnosis and treatment of patients, as relevant to the subspecialty in which certification is sought.

- D.1.5. Three satisfactory letters of reference shall be provided, each attesting that the candidate meets the experience requirements of [D.2.2 - D.2.4](#) and has abided by the CCPM Code of Ethics (Section [A](#)). The letters must be written by persons who have worked with the candidate in the previous 5 years and are directly familiar with the candidate's clinical experience. Two of the letters of reference must be from medical physicists. At least one medical physicist referee must be certified by the CCPM, ABR, ABMP or, at the discretion of the CCPM Board, by another recognized certifying body.  
For applicants who have completed a Bridging program, one of the letters of reference must be provided by the program mentor as defined in Section [G.3.2](#).  
For applicants who have completed a CAMPEP-accredited residency program in the previous 5 years, one of the letters of reference must be provided by their residency mentor or by the program director or site coordinator.
- D.1.6. Applicants for certification in Radiation Oncology Physics will be required to have successfully completed either a CAMPEP Accredited Residency program or a Bridging program (Section [G](#)).
- D.1.7. Applicants shall be members of the Canadian Organization of Medical Physicists (COMP). If applicants are not COMP members at the time of becoming CCPM members they must commit to becoming COMP members within 3 months or be subject to revocation of membership as outlined in Section [D.13](#).
- D.1.8. The CCPM certification process is intended to serve Canadians. Candidates are expected to fulfill at least one of the following criteria: be a Canadian citizen; be a permanent resident of Canada; have completed a university degree in Canada; have completed a CAMPEP Accredited Residency program in Canada; have completed a Bridging program in Canada; or have a confirmed clinical medical physicist position in Canada.

## **D.2. Application Process**

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The application process for CCPM membership is as follows:

- D.2.1. In each examination year, the Registrar shall publish the examination schedule and application procedure on the CCPM website at least five months prior to the examination date.
- D.2.2. Applicants for the Membership examination shall submit the completed application and all required documentation to the CCPM office by the deadline specified by the examination schedule. Only in exceptional circumstances will missing information be accepted after the application deadline, subject to approval by the Registrar.
- D.2.3. The applicant shall submit to the CCPM office a completed and signed application form and non-disclosure agreement.
- D.2.4. The applicant shall submit to the CCPM office an up-to-date curriculum vitae and documentary evidence of university degrees in the form of official transcripts or certified copies of diplomas. Applicants shall submit proof of completion of a CAMPEP accredited residency or proof of completion of a Bridging program, if applicable.
- D.2.5. The applicant shall solicit references as described in section [D.2.5](#). The applicant shall give each referee a copy of their completed application form, referee assessment form and curriculum vitae to and request that the referees send the completed and signed response directly to the CCPM office, to arrive prior to the application deadline.
- D.2.6. The applicant shall pay the required fee, as set out in the fee schedule, prior to the application deadline. In the case of payment by non-electronic means, a cheque or money order for the appropriate fee, payable to the CCPM, shall be sent to the CCPM office such as to arrive prior to the application deadline.
- D.2.7. The CCPM office shall collate the documentation for each applicant and forward it to the members of the Credentials Committee(s) at least twelve weeks before the examination date.
- D.2.8. The Registrar shall notify applicants at least eight weeks before the examination date of their eligibility to sit the Membership Examination based on the outcome of the review of their credentials. The Registrar shall, at the same time, notify the Chief-Examiner of all candidates who are eligible for the exam.

- D.2.9. If the application is not approved, or if the application is withdrawn at least four weeks prior to an examination, an amount as specified in the schedule of fees shall be refunded. After that time, refunds will only be given in exceptional circumstances at the discretion of the Board.
- D.2.10. For all applications whose decision is deferred to the Board by the Credentials Committee(s), the Board must arrive at a decision in a timely manner allowing for the applicant to be informed at least four weeks before the examination date.
- D.2.11. Applicants denied permission to sit the examination by a Credentials Committee may appeal to the Board within two weeks of their notification of the decision. Such appeals shall be dealt by the Board in a timely manner allowing for the applicant to be informed of the Board's decision at least four weeks prior to the examination date.
- D.2.12. The Board reserves the right to reject applications without explanation.

### **D.3. Credentials Committee**

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All applications for membership shall be assessed by a committee of three Members of the College, chaired by the Registrar.

- D.3.1. Prior to the deadline for receipt of applications, as Chair, the Registrar shall form one or more Credentials Committee(s), each consisting of the Registrar and two other Members of the College, as warranted by the number of applicants.
- D.3.2. Upon receipt from the Registrar of the list of applicants, the members of the Credentials Committee(s) are expected to declare all real or perceived conflicts with any of the applicants that would prevent them from delivering an unbiased review of the applications. In such cases, the Registrar will find another Member of the College to either review the applications for which there is a conflict or to replace the original Member on the committee.
- D.3.3. The Credentials Committee shall review the submitted material and determine whether or not each applicant meets the eligibility criteria specified in the Bylaws and these Regulations.
- D.3.4. The Credentials Committee(s) shall report to the Registrar its decision concerning each applicant within two weeks of receipt of the submitted materials.
- D.3.5. The Credentials Committee(s) may defer decisions to the CCPM Board.

### **D.4. Examination Process**

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The CCPM assesses competency through an Examination process that includes both Written and Oral examinations.

The Examination process for CCPM membership is as follows:

- D.4.1. The Examination process consists of a Written examination followed by an Oral examination if the Written examination is successful.
- D.4.2. Applicants deemed eligible by the Credentials committee are Candidates in the Examination process.
- D.4.3. Eligibility for the membership examination is valid for three (3) calendar years from the date when eligibility is granted by the Credentials Committee(s) or the Board.
- D.4.4. Candidates who do not successfully complete the Examination process during the eligibility period as stated in regulation [D.5.3](#) may apply once for a two-calendar-year extension of eligibility by re-submitting a new application. This corresponds to a maximum eligibility of five (5) consecutive calendar years. Candidates will not be required to resubmit evidence of education unless they have new qualifications. Their application will be subject to the eligibility requirements in place in the Regulations of the College at that time and full application fees.
- D.4.5. Candidates who do not successfully complete the Examination process by the end of their eligibility period ([D.5.3](#), [D.5.4](#)) are deemed to have failed the Examination process.

- D.4.6. By application to the Registrar, the candidate may ask for a one-year extension of eligibility for reasons of exceptional circumstances.
- D.4.7. By application to the Chief Examiner, the candidate may defer sitting the Written or Oral examination until a subsequent year included in the period defined by the Examination Process. Deferring does not extend the eligibility of the candidate.
- D.4.8. If a deferral is granted and the request was received at least 4 weeks prior to the examination, an amount as specified in the schedule of fees will be refunded. Candidates who defer examination will be required to re-submit examination fees as specified in the schedule of fees on subsequent application to sit the examination.
- D.4.9. Candidates can challenge the Written examination a maximum of three times provided their eligibility is current.
- D.4.10. Candidates who are unsuccessful in the Written examination on three attempts are deemed to have failed the Examination process.
- D.4.11. Candidates who successfully pass the Written examination ([D.12.4](#)) are eligible to challenge the Oral examination a maximum of three times inside a period of three consecutive calendar years including the calendar year of the successful Written examination provided their eligibility is current.
- D.4.12. Candidates who fail to pass the Oral examination within the constraints of [D.5.11](#) are deemed to have failed the Examination process.
- D.4.13. Candidates who have failed the Examination process are ineligible to submit an application for Membership for two calendar years following the failure. They can apply for Membership again on the third calendar year following the failure.
- D.4.14. Following the successful passing of the Oral examination ([D.14](#)), the candidate is considered a Member of the CCPM, and their name will be added to the CCPM list of certified medical physicists. New Members will have their membership in the CCPM ratified by the Board at the next Board meeting of the CCPM.
- D.4.15. Certificates shall be mailed to successful candidates. Successful candidates may opt to receive a framed certificate for a fee as stipulated in the CCPM schedule of fees.
- D.4.16. For the Radiation Oncology Physics subspecialty, the MCCPM certificate can form a part of the application for USNRC Authorized Medical Physicist (AMP) status. However, acceptance of the MCCPM certificate for AMP status requires that the candidate was supervised for at least two years by a physicist who is certified by CCPM, ABR or ABMP. The College Bylaws state that at least one of the referee letters supporting the application for membership must be from a physicist who has MCCPM, FCCPM, ABR or ABMP certification, but it is not required that the candidate has been supervised for two years by this individual. In situations where a successful MCCPM candidate in the Radiation Oncology Physics subspecialty has not been supervised by a CCPM, ABR or ABMP certified physicist as required for USNRC AMP status, the Board may issue a MCCPM certificate stamped with the words "AMP Ineligible".

## **D.5. Examination Committee**

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The Examination Committee shall consist of Members of sufficient knowledge to competently mark examination papers and/or orally examine candidates.

- D.5.1. The Examination Committee shall be chaired by the Chief Examiner.
- D.5.2. The Chief Examiner, in consultation with the Board, shall select for the Examination Committee a sufficient number of Members to cover all subspecialties for which there are candidates.
- D.5.3. It shall be confirmed that the selected members of the Examination Committee are available and willing to mark examination papers in a timely manner.
- D.5.4. Alternate examiners, who shall not be members of the Committee, shall be identified to be called upon to provide a second, independent assessment of examination papers if required.

- D.5.5. The Examination Committee may be called upon to assist the Chief Examiner in updating and revising the examination booklet.

## **D.6. Examination Content Review Committee**

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The Examination Content Review Committee shall consist of Members of sufficient knowledge to review and assess the content of the question bank on which the written portion of the Membership examination is based.

- D.6.1. The Examination Content Review Committee shall be chaired by the Chief Examiner.
- D.6.2. The Examination Content Review Committee is responsible for maintaining, updating, and verifying the content relevance of the question bank on which the written portion of the Membership examination is based.
- D.6.3. The Chief Examiner, in consultation with the Board, shall select for the Examination Content Review Committee a sufficient number of Members to cover all subspecialties for which there are candidates.
- D.6.4. It shall be confirmed that the selected members of the Examination Content Review Committee are available and willing to review existing and/or new questions in a timely manner.
- D.6.5. It shall be confirmed that the selected members of the Examination Content Review Committee agree to destroy all examination content information after review.
- D.6.6. New question additions shall be reviewed as needed before they are incorporated into the existing question bank. Answers for parts 3 and 4 of the examination will not be circulated.
- D.6.7. The Examination Content Review Committee will refer their recommendations to the Chief Examiner for final approval.

## **D.7. Written Examination**

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The Chief Examiner shall ensure that the Written examination is conducted according to the following regulations.

- D.7.1. Candidates may choose to write the examination in English or French as indicated on the Application Form. The Chief Examiner is responsible for the availability of the examination in English and French. The question content of the examination shall be the same in both language versions.
- D.7.2. Candidates for a second subspecialty certification only need to complete the sections that are specific to their chosen specialty. The final mark will be based solely on the results of the sections that are written for the second subspecialty, passed results will not be considered.
- D.7.3. All locations for the Written examinations shall be located in Canada.
- D.7.4. The Chief Examiner shall identify, for each candidate, an examination location in Canada as close as possible to the candidate's home institution.
- D.7.5. The Chief Examiner shall identify a Member at each examination location to serve as invigilator.
- D.7.6. Invigilators shall destroy all copies of the answer material and examination paper in their possession upon request of the Chief Examiner.
- D.7.7. Reasonable costs incurred by the Invigilator are reimbursable on application using the standard Expense Report Form to the Secretary-Treasurer.

## **D.8. Marking of the Written Examination**

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Examiners shall mark the Written examination against an answer key and within a specified time.

- D.8.1. The Chief Examiner shall provide the completed examinations to the examiners no later than one week following the examination.
- D.8.2. Examiners shall submit their marks no later than ten days after receipt of the completed examinations.



- D.8.3. The Chief Examiner will have each written response marked by at least two examiners. In such cases, the final mark for each question will be taken as an average of the submitted marks from all examiners for that question. In the event of significant variability in the submitted marks for a particular question, the Chief Examiner may arrange for an additional review of that response by an independent examiner and a final grade for that question will be determined by the Chief Examiner after receiving the additional review.
- D.8.4. A pass shall be awarded to candidates who achieve an overall mark of 65% and with a mark of no less than 50% for any section.
- D.8.5. The Chief Examiner shall compile a list of all candidates stating whether or not they have met the standards of the Written examination with one of the notations Pass or Fail.
- D.8.6. Examiners shall destroy all examination material in their possession upon request by the Chief Examiner.
- D.8.7. The College shall retain all examination materials for a period of one year. Following this period all examination materials shall be destroyed.

## **D.9. Written Examination Appeal**

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Candidates may contest the results of the Written examination by written appeal to the Board.

- D.9.1. A candidate contesting the results of the Written examination may appeal to the Board in writing or by email directed to the Chief Examiner.
- D.9.2. The candidate shall state in writing or email the basis of the appeal.
- D.9.3. The appeal shall be lodged within two weeks of the examination result being communicated to the candidate.
- D.9.4. An appeal may be refused by the Board if there is no reasonable expectation that remarking the examination will change the candidate's final status.
- D.9.5. The Chief Examiner shall discuss the rationale for refusing an appeal with the candidate.
- D.9.6. When an appeal is granted, the candidate's examination material shall be sent to an examiner in the same subspecialty who did not mark the candidate's examination.
- D.9.7. The examiner shall mark the examination and submit the grades within one week of receipt of the examination material.
- D.9.8. The final mark awarded to the candidate shall be determined by the Chief Examiner.
- D.9.9. The Chief Examiner shall notify the candidate of the result of the appeal within one month of receipt of the appeal.

## **D.10. Oral Examination**

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The Chief Examiner shall ensure that the Oral examination is conducted according to the following regulations.

- D.10.1. The Oral examination shall be held between the time that candidates are notified of their Written examination results and that calendar year's end (preferably before the Annual General Meeting of the College), at a location determined by the Chief Examiner.
- D.10.2. The Oral examination shall consist in three sections as defined in the oral examination preparation guide.
- D.10.3. Separate examination committees shall be convened for each subspecialty as required.
- D.10.4. Candidates will be evaluated by a minimum of three examiners for the complete Oral examination. Each section of the Oral examination shall be evaluated by a minimum of two examiners.
- D.10.5. Candidates may choose to challenge the Oral examination in English or French as indicated on the Application Form. The Chief Examiner is responsible for the availability of the Oral examination in English and French. The question content of the examination shall be the same in both language versions.

- D.10.6. Candidates must correctly answer the majority of questions in each section. For each section, each examiner will generate a single mark sheet for each candidate. Examiners must reach consensus on the final grade.
- D.10.7. Marks for each section shall be collated and reviewed by the Chief Examiner after all candidates have been examined. To succeed the Oral Examination, candidates must obtain 60% in each section and obtain an overall score of at least 10/15.
- D.10.8. A candidate who fails a single section of the membership Oral examination but who obtains a score in each remaining section of the examination of at least 80% is assigned a status of "Incomplete Oral Examination". While this constitutes a failure, the candidate will only be examined on the failed sub-section in subsequent attempts subject to the limitations stated in these Regulations.
- D.10.9. Results of the Oral examination are not subject to appeal by the candidate.

## **D.11. Notification of Written and Oral Examination Results**

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Candidates shall be notified of the results of the Written and Oral examinations within a specified time.

- D.11.1. The Chief Examiner shall notify candidates of the result of the Written examination within six weeks of the Written examination.
1. A portion of the fee as specified in the schedule of fees will be refunded if the applicant does not pass the Written examination.
- D.11.2. Notification of Written examination results shall be communicated to the candidates as a Pass or Fail. For the Written examination, if requested, and at the discretion of the Chief Examiner, candidates may be informed of Pass or Fail of individual sections of the examination (e.g. Section I Pass, Section II Fail, Section III Pass, Section IV Fail, Overall Fail). No other examination materials or results shall be shared in any way with the candidates.
- D.11.3. The Chief Examiner shall notify candidates of the results of the Oral examination within one week of the completion of the Oral examination by all candidates.
- D.11.4. Notification of Oral examination results shall be communicated to the candidates as a Pass, Fail, or "Incomplete Oral Examination". For the Oral examination, and especially in the case of an "Incomplete Oral Examination" result, candidates may be informed of Pass or Fail of individual sections of the exam.

## **D.12. Revocation of Membership**

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Revocation of Membership in the College shall be in accordance with Article 3.02 and/or 3.03 of the College Bylaws

- D.12.1. For individuals who are in arrears in payment of COMP Member dues.
- D.12.1.1. Members who fail to renew their COMP membership by March 30<sup>th</sup> of any given year will be declared in default and subject to a late renewal fee.
  - D.12.1.2. Members who are in default shall be contacted by the Registrar and informed of their outstanding fees or dues, and potential revocation of Membership status.
- D.12.2. For individuals who are judged to be professionally incompetent or to have acted in an ethically unacceptable manner.
- D.12.2.1. In accordance with section 3.03 of the Bylaws, disciplinary action as outlined in the Bylaws will be initiated, and this action may result in the Member being expelled, suspended, or reprimanded.

## **D.13. Retirement of Members**

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- D.13.1. Members must belong to COMP as either full members or retired members, to maintain their certification status.

- D.13.2. Members retain their certification status and are listed in the registry until they fail to recertify or fail to renew their COMP membership, whether or not they are employed.
- D.13.3. Any member that fails to recertify will be contacted at the deadline for recertification advising them that their certification will lapse.
- D.13.4. Any member that informs the college that they are retiring or leaving medical physics will be sent a letter outlining the policy and stating the date at which their certification will lapse, along with a note thanking them for their commitment to the college.

## **E. Fellowship**

### **E.1. Standards for Fellowship**

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Candidates for Fellowship shall demonstrate excellence in their designated sub-specialty and in general radiation safety principles, in accordance with the College Bylaws.

- E.1.1. The candidate shall demonstrate the ability to initiate, lead and complete a substantial clinical project.
- E.1.2. The candidate shall demonstrate the ability to communicate a scientific contribution for peer review.
- E.1.3. The candidate shall demonstrate a broad, experience-based knowledge in the designated sub-specialty.
- E.1.4. The candidate shall demonstrate a thorough knowledge of radiation safety or magnetic resonance safety.
- E.1.5. The candidate shall demonstrate the ability to assess the relevance of related emerging technologies and their impact on clinical practice.
- E.1.6. The candidate shall demonstrate an understanding of relevant legal/ethical and cost benefit issues.
- E.1.7. The candidate shall demonstrate the ability to promote and enhance the profession of Medical Physics.

### **E.2. Eligibility**

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Candidates for the Fellowship Examination shall meet the following minimum criteria.

- E.2.1. Applicants for the Fellowship examination shall be Members of the CCPM.
- E.2.2. Applicants for the Fellowship examination shall possess a minimum of seven years full time equivalent patient related experience in physics as applied to medicine. This experience must be completed by the date the Fellowship examination is to be taken.
- E.2.3. The term “patient related” refers to a comprehensive set of activities as defined by regulation [D.2.4](#).
- E.2.4. The experience requirement of [E.2.2](#) may include a CAMPEP Accredited Residency program or Bridging program but cannot include work or studies undertaken towards the award of a Masters or Doctoral degree. Work in a related profession, such as work as a physics assistant, associate physicist or dosimetrist does not contribute to meeting the experience requirements for Fellowship eligibility.
- E.2.5. Three satisfactory letters of reference shall be provided, each attesting that the candidate meets the experience requirements of [E.2.2](#) – [E.2.4](#), has abided by the CCPM Code of Ethics (Section [A](#)), and has made significant contributions in clinical service, education and/or research related to medical physics. The letters must be written by persons who have worked with the candidate in the previous 5 years and are directly familiar with the candidate’s clinical experience and contributions. Two of the letters of reference must be from medical physicists, at least one of whom is a CCPM member with the fellowship distinction. If the candidate is not able to obtain such a reference letter, the CCPM Board may, at its discretion, accept a letter of reference from a medical physicist certified by another recognized certifying body. The third letter must be from a board-certified physician.
- E.2.6. The CCPM certification process is intended to serve Canadians. Candidates are expected to fulfill at least one of the following criteria: be a Canadian citizen; be a permanent resident of Canada; have completed a university degree in Canada; have completed a CAMPEP Accredited Residency program in Canada; have completed a Bridging program in Canada; or have a confirmed clinical medical physicist position in Canada.

### **E.3. Application Process**

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The application process for the Fellowship exam is as follows:

- E.3.1. The Registrar shall publish the examination schedule and application procedure on the CCPM website at least three months prior to the application deadline. The fee schedule will be structured in such a manner so as to recover the costs associated with various aspects of the examination process.
- E.3.2. Candidates proposing to present themselves for the Fellowship examination in the year in which they sit the Membership examination need not submit a second application form, referees' forms or documentary evidence of academic qualifications.
- E.3.3. The applicant shall submit to the CCPM office a completed and signed application form and non-disclosure agreement.
- E.3.4. The applicant shall submit to the CCPM office an up-to-date curriculum vitae.
- E.3.5. Applicants who are not Members of the College must provide documentary evidence of university degrees in the form of official transcripts or copies of diplomas.
- E.3.6. The applicant shall solicit references as described in section [E.2.5](#). The applicant shall give one copy each of the completed application form, referee assessment form and curriculum vitae to each referee and request that the referees ensure their completed and signed response is sent directly to the CCPM office, to arrive prior to the application deadline.
- E.3.7. The applicant shall pay the required fee, as set out in the fee schedule, prior to the application deadline. In the case of payment by non-electronic means, a cheque or money order for the appropriate fee, payable to the CCPM, shall be sent to the CCPM office such as to arrive prior to the application deadline.
- E.3.8. The CCPM office shall collate the documentation for each candidate and forward it to the members of the Credentials Committee(s) no later than two weeks after the application deadline.
- E.3.9. The Registrar shall notify, no later than six weeks after the application deadline, applicants of their eligibility to sit the Fellowship examination based on the outcome of the review of their credentials. The Registrar shall, at the same time, notify the Chief Examiner as to which candidates are eligible for the exam. However, candidates applying for both the Membership and Fellowship exam in the same year, and whose eligibility is conditional on successful completion of the Membership exam will only be advised of their Fellowship eligibility after they successfully pass the Membership exam.
- E.3.10. If the application is not approved, or if the application is withdrawn at least 4 weeks prior to the examination, an amount as specified in the schedule of fees shall be refunded. After that time, refunds will only be given in exceptional circumstances at the discretion of the board. There is no refund if the applicant does not pass the exam. Notices of withdrawal should be directed to the Chief Examiner. Refunds will be issued as appropriate.
- E.3.11. For all applications whose decision is deferred to the Board by the Credentials Committee(s), the Board must arrive at a decision in a timely manner allowing for the applicant to be informed no later than six weeks after the application deadline.
- E.3.12. Applicants denied permission to sit the examination by a Credentials Committee may appeal to the Board within two weeks of their notification of the decision. Such appeals shall be dealt with at the next Board meeting or at such other time as the Board may determine.
- E.3.13. Eligibility for the Fellowship examination, as granted by the Credentials Committee(s) or the Board, is valid for five years from the time of credentialing. Candidates may attempt the exam a maximum of two times within the eligibility period. Candidates who do not successfully complete the Fellowship examination during these two attempts must obtain permission from the Board to reapply. If permission to reapply is granted, they may re-apply for eligibility for a further five years by re-submitting a new application including letters of reference ([E.2.5](#)). Their application will be subject to the eligibility requirements in place in the Regulations of the College at that time and full application fees.
- E.3.14. The Board reserves the right to reject applications without explanation.

#### **E.4. Credentials Committee**

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All applications for Fellowship shall be assessed by a committee of three Fellows of the College, chaired by the Registrar.

- E.4.1. Prior to the deadline for receipt of applications, as Chair, the Registrar shall form one or more Credentials Committee(s), each consisting of the Registrar and two other Fellows of the College, as warranted by the number of applicants. Apart from the Registrar, the identities of the other committee members shall be known only to persons working in the CCPM office that require this knowledge.
- E.4.2. Upon receipt from the Registrar of the list of applicants, the Fellows on the Credentials Committee(s) are expected to declare all real or perceived conflicts with any of the applicants that would prevent them from delivering an unbiased review of the applications. In such cases, the Registrar will find another Fellow of the College to either review the applications for which there is a conflict or to replace the original Fellow on the committee.
- E.4.3. The Credentials Review Committee shall review the submitted material and determine whether or not each applicant meets the eligibility criteria specified in the Bylaws and these Regulations.
- E.4.4. The Credentials Committee(s) shall report to the Registrar its decision concerning each candidate within two weeks of receipt of the submitted materials.
- E.4.5. The Credentials Committee(s) may defer a decision on a questionable application to the CCPM Board.

#### **E.5. Examination Committee**

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The Examination Committee shall consist of Fellows of sufficient knowledge to competently assess Fellowship candidates.

- E.5.1. The Examination Committee shall be chaired by the Chief Examiner.
- E.5.2. The Chief Examiner, in consultation with the Board, shall select for the Examination Committee a sufficient number of Fellows to cover all sub-specialties for which there are candidates.
- E.5.3. Notwithstanding the above, the Chief Examiner may appoint examiners who are not Fellows, to supplement the expertise of the Examination Committee.
- E.5.4. It shall be confirmed that the selected members of the Examination Committee are available and willing to participate in the examination process, and have no conflicts of interest with the candidates.
- E.5.5. A minimum of three examiners shall be present during all examinations.
- E.5.6. All examiners present shall participate in the questioning and the vote.

#### **E.6. Examination**

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- E.6.1. The Chief Examiner shall publish a preparation guide for the Fellowship examination on the College website. The preparation guide includes the examination design and format.
- E.6.2. The evaluation form and marking scheme will be sent in advance to the candidates and the examiners.
- E.6.3. Notification of the results of the Fellowship exam shall be communicated to the candidates in writing or by email as a Pass or Fail. No other exam materials or results shall in any way be communicated to the candidates.
- E.6.4. Following the successful passing of the Fellowship exam, the successful candidates' names will be added to the list of active Fellows of the CCPM.
- E.6.5. Certificates shall be mailed to successful candidates. Successful candidates may opt to receive a framed certificate for a fee as stipulated in the CCPM schedule of fees.

## **E.7. Revocation of Fellowship**

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- E.7.1. Fellows whose Membership has been revoked (regulation [D.13](#)) will be added to the list of inactive Fellows of the CCPM.
- E.7.2. Fellows who are expelled from the College will see their fellowship status revoked.

## **E.8. Retirement of Fellows**

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- E.8.1. Fellows who are retiring or leaving medical physics (regulation [D.14.4](#)) or whose membership has lapsed (regulations [D.14.2](#) and [D.14.3](#)) will be added to the list of inactive Fellows of the CCPM.

## **F. Recertification**

### **F.1. Requirements for Recertification**

Members in the College shall submit an application for recertification every five years starting in the year of the fifth anniversary of their first election to the College.

- F.1.1. Members must have at least one “declared sub-specialty”. For recertification purposes, the “declared sub-specialty” or “declared sub-specialties” will be used to verify the member’s continued participation in active work within the subspecialty over the recertification period subject to the minimum employment standards set in [F.1.7 – F.1.9](#).
- F.1.2. For members whose Membership certificate(s) explicitly state(s) a sub-specialty, the “declared sub-specialty” must correspond to that stated on the membership certificate. For members having two membership certificates, each corresponding to a different sub-specialty, both will be listed as “declared subspecialties”.
- F.1.3. For members whose Membership certificate(s) do not have an explicit subspecialty specified, the “declared sub-specialty” or “declared sub-specialties” shall be that or those listed in the member registry of the College and published on the web site of the College.
- F.1.4. Members who realize a discrepancy between the “declared subspecialty” as stated either on the College registry, the College website, their practice and/or their Membership certificate(s) must inform the Registrar as soon as possible. If necessary, the matter will be deferred to board of the College who has the final authority over the listing of the Registry.
- F.1.5. Members due for recertification in a given year must apply to the College by the 30th of September of that year in accordance with the process detailed in section [F.2](#) of these Regulations.
- F.1.6. The “recertification period” is a five year period commencing on October 1st of the year that the previous recertification was obtained or the year of initial certification by the College, whichever is later, and ending on September 30th of the current year.
- F.1.7. Members with a single “declared sub-specialty” must have been employed as a medical physicist in that sub-specialty at least 40% FTE (full-time equivalent) during the recertification period.
- F.1.8. Members with two “declared sub-specialties” must have been employed as a medical physicist in each sub-specialty at least 25% FTE (full-time equivalent) during the recertification period.
- F.1.9. For members who achieve certification in a second sub-specialty within the recertification period, the FTE requirement of [F.1.7](#) applies from the start of the recertification period to the day before the second certificate was granted, and the requirement of [F.1.8](#) from the day the second certificate was granted until the end of the recertification period.
- F.1.10. For each declared sub-specialty, members must acquire, during the recertification period, 50 recertification credits from any combination of the activities listed in [F.4](#). Recertification credits claimed to satisfy these requirements for one sub-specialty cannot be used to satisfy the requirements for another sub-specialty.
- F.1.11. Members shall provide, as a part of the application to recertify, contact information for a CCPM, ABR, or ABMP certified physicist who is familiar with the member’s work and is able to confirm that the member has met the experience requirement of [F.1.7 - F.1.9](#) and has participated in medical physics activities in the relevant sub-specialty in an ethical and competent manner. The CCPM Board may, at its discretion, accept a medical physicist certified by another recognized certifying body as a suitable contact. The Member may, by contacting the Registrar and the CCPM office, provide additional contacts if no one individual can confirm all of the applicant’s activities during the recertification period (e.g. if the candidate changes employer or if (s)he practices in multiple sub-specialties).



- F.1.12. Where the candidate is the only certified physicist in an institution, the physician with the highest administrative responsibility for that sub-specialty may substitute for the certified physicist described in [F.1.11](#) (e.g. Head of Radiation Oncology, Head of Nuclear Medicine, etc.).
- F.1.13. Members who have been temporarily absent from the field for less than two years during the recertification period may apply to the Registrar prior to the application deadline to have the recertification period extended to seven years preceding the application deadline. The decision to accept this extension rests with the Board of the College.
- F.1.14. Members who have been temporarily absent from the field for more than two years during the recertification period, such as those enrolled in further graduate studies in medical physics, or members who due to unusual circumstances are not likely to meet the requirements of recertification must inform the Registrar as soon as possible. The Board of the College alone has the authority to establish reasonable adjustments to the recertification requirements in such cases and will consider each request on an individual basis.
- F.1.15. For members who have been temporarily absent from the field for three or more consecutive years, regardless of recertification period, the Board of the College will require that member to be recertified by means of an oral examination designed to evaluate current knowledge of medical physics in the declared sub-specialty or declared subspecialties in which recertification is required. The process and content of such an examination will be set by the Board, at its discretion.
- F.1.16. Notwithstanding the requirements of [F.1](#) and the process described in section [F](#) of these Regulations, the Board of the College, may at its discretion, grant permission for a member to be recertified by means of an oral examination designed to evaluate current knowledge of medical physics in the declared sub-specialty or declared subspecialties in which recertification is required. The process and content of such an examination will be set by the Board, at its discretion.
- F.1.17. A member who does not recertify on time, fails or chooses not to recertify, may be re-instated at a later date either by submitting to the entire Membership certification as described in section [D](#) of these Regulations or by applying to the Board of the College. The Board may grant permission for the former member to be submitted to an oral examination analogous to that described in [F.1.16](#).

## **F.2. Recertification Process**

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The Registrar of the College shall coordinate the Recertification process.

- F.2.1. The Registrar shall request from the CCPM office a list of Members due for recertification.
- F.2.2. The Registrar shall, no later than two months before the deadline for submission, contact Members requiring recertification reminding them of their status, and providing details of the recertification process.
- F.2.3. The online application form will be available to members for at least six weeks preceding the deadline for application to recertify.
- F.2.4. Applicants must submit the required materials by the process established in the application instructions. Only in exceptional circumstances will applications sent directly to the CCPM office be accepted.
- F.2.5. The applicant shall submit as part of the application process an up-to-date curriculum vitae, the requested information concerning recertification credits, and contact information for their referee.
- F.2.6. The applicant shall provide the contact information for a referee as described in section [F.1.11](#) – [F.1.12](#). Referees will be contacted by the CCPM office directly.
- F.2.7. The applicant shall pay the required fee, as set out in the fee schedule, prior to the application deadline. In the case of payment by non-electronic means, a cheque or money order for the appropriate fee, payable to the CCPM, shall be sent to the CCPM office such as to arrive prior to the application deadline. A late fee, according to the fee schedule, will be levied against any application received after the application deadline.

- F.2.8. The Registrar shall collate the documentation for each candidate and forward it to the members of the Recertification Review Committee(s) no later than three weeks after the application deadline.
- F.2.9. Applications reviewed favorably by the Recertification Review Committee(s) will be ratified by the Board at the next meeting of the Board. Applicants will thereafter be notified of their recertification and advised of the next recertification deadline, and this no later than twelve weeks after the application deadline.
- F.2.10. For all applications whose decision is deferred to the Board by the Recertification Review Committee(s), the Board must arrive at a decision in a timely manner allowing for the applicant to be informed no later than twelve weeks after the application deadline.
- F.2.11. Members who fail to recertify or who elect not to do so will be advised of their status no later than eight weeks after the application deadline, and will be provided with the date at which their name will be removed from the CCPM Registry of Clinically Certified Medical Physicists.

### **F.3. Recertification Review Committee(s)**

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All applications for recertification shall be assessed by a committee of three to five Members of the College, chaired by the Registrar.

- F.3.1. Prior to the deadline for receipt of applications, as Chair, the Registrar shall form one or more Recertification Review Committee(s), each consisting of the Registrar and two to four other Members of the College, as warranted by the number of applicants. Apart from the Registrar, the identities of the other committee members shall be known only to persons working in the CCPM office that require this knowledge.
- F.3.2. Upon receipt from the Registrar of the list of applicants, the members of the Recertification Review Committee(s) are expected to declare all real or perceived conflicts with any of the applicants that would prevent them from delivering an unbiased review of the applications. In such cases, the Registrar will find another member of the College to either review the applications for which there is a conflict or to replace the original member on the committee.
- F.3.3. Recertification Review Committee(s) shall review the submitted material and determine whether or not each applicant meets the criteria for recertification specified in the Bylaws and these Regulations.
- F.3.4. Recertification Review Committee(s) shall report to the Registrar a decision concerning each candidate within two weeks of receipt of the submitted materials.
- F.3.5. Recertification Review Committee(s) may defer a decision on a questionable application to the Board of the College.

### **F.4. Recertification Credits**

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Recertification is contingent upon the candidate demonstrating continuing professional involvement and development in the designated specialty to the sum of 50 credits in the following categories as per the online application form (F.2.3).

- F.4.1. Continuing Education activity credits shall be counted for activities such as conference participation, vendor training, in-house education, etc.
- F.4.2. Clinically Relevant Service activity credits shall be counted for activities such as routine clinical service, major and minor clinical projects, clinical supervision, multidisciplinary activities, and clinical research.
- F.4.3. Research, Development, Training and Education activity credits shall be counted for activities such as didactic teaching, in-services, publications, presentations, grants, student supervision, etc.
- F.4.4. Professional activity credits shall be counted for activities such as being a Board member, professional committee member, other volunteer activities (e.g., organizing COMP meetings, participating in CCPM activities, journal review), etc.

## G. Bridging Program

This section describes the general requirements of a bridging program for individuals who do not meet the CAMPEP eligibility requirements indicated in [D.2.6](#).

### G.1. Qualifications

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- G.1.1. The candidate for the bridging program must meet the educational requirements specified in Regulation [D.2.1](#).
- G.1.2. The candidate must meet the Canadian requirement as specified in Regulation [D.2.8](#).
- G.1.3. The candidate for a bridging program must hold employment at a Canadian Institution in a Clinical Medical Physics position.
- G.1.4. The candidate must have at least 4 years FTE experience as a recognized clinical medical physicist in the last 7 years. Years claimed towards this experience requirement must have been obtained in a work environment outside of Canada or the US. The candidate needs to show evidence of pre-existing competence in the areas covered by a CAMPEP residency program. Minor deficiencies may be addressed by the bridging program subject to board approval. Work experience at a dosimetrist or physics assistant level does not count towards this FTE requirement.

### G.2. Length of Bridging Program

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- G.2.1. The bridging program is expected to be completed in 1 FTE year.

### G.3. Program Requirements

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- G.3.1. The bridging program must take place in a department having a CAMPEP accredited residency program and must be overseen by the CAMPEP residency program director.
- G.3.2. A mentor who is a member of the College must be assigned to the candidate to assess the progress of the candidate throughout the structured bridging program.
- G.3.3. The candidate must keep a detailed log of his/her activities throughout the bridging program, and these must be signed off by the candidate's mentor.
- G.3.4. The bridging program must ensure that the candidate demonstrates competence in all areas covered by the CAMPEP residency program.

### G.4. Application Process

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- G.4.1. The application process for the bridging program is as follows. The candidate shall submit the following information to the Registrar:
  - Current up-to-date CV
  - Proof of qualifications as indicated in Section [G.1](#);
  - Letter of support from the head of the department in which (s)he proposes to carry out the program;
  - A structured plan, approved by the department head and the CAMPEP residency program director, that details the candidate's plan to demonstrate achievement of all CAMPEP competencies.
  - The application fee for the Bridging Program as stated in the CCPM Schedule of Fees.
- G.4.2. The submitted documentation will be assessed by an ad-hoc committee chaired by the Registrar, who will make a recommendation to the Board to either accept or reject the plan. The Board will make a final decision as to whether or not the proposed program is acceptable. No bridging program shall commence unless and until the Board has deemed the program acceptable.

## **G.2. Eligibility for Membership Exam**

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- G.2.1. In order to demonstrate successful completion of the bridging program, the candidate must provide to the Registrar a letter from the CAMPEP residency program director stating that the candidate has successfully completed all elements of the bridging program and thus meets all CAMPEP residency competencies. The Registrar may request further documentation. The Registrar may consult with the Board during this process.
- G.2.2. Once approval by the Registrar has been granted, the bridging program eligibility criterion indicated in Regulation [D.2.6](#) will be met.
- G.2.3. The candidate may then submit an application for Membership, following the Regulations in Section [D](#), along with the examination fee specified in the CCPM schedule of fees.

## H. Mammography Certification

### H.1. General

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- H.1.1. The College will certify individuals in the application of medical physics to mammography. This certification will be granted to individuals who have met the eligibility requirements detailed in section [H.4](#) and have successfully passed an examination.
- H.1.2. The College will maintain a registry of individuals certified to be competent in the application of medical physics to mammography and will publish the registry on its website.

### H.2. Committee on Physics of Mammography Certification

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- H.2.1. The College will establish a Committee on Physics of Mammography Certification (CPMC), the primary function of which will be to identify individuals competent in the application of medical physics to mammography.
- H.2.2. The CPMC will be responsible for setting the standards for certification, recertification, and revocation of certification
- H.2.3. The CPMC will be responsible for examining candidates for certification and to manage recertification. CCPM administration will send notice to mammography committee about who is recertifying each year. Deputy Chief Examiner of the CCPM will also help to keep track of the members to recertify during the recertification period.

### H.3. Standard for Certification

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Candidates for certification shall demonstrate competence in the physics of mammography. Competence will be assessed by a review of submitted documentation and an oral examination.

- H.3.1. The candidate shall demonstrate the ability to produce a complete physicist survey report. The report shall be produced in accordance with current recognized practice and shall demonstrate adequate written communication of results and recommendations if appropriate.
- H.3.2. The candidate shall demonstrate adequate knowledge of medical imaging physics and basic medical science consistent with the current practice of mammography.
- H.3.3. The candidate shall demonstrate thorough knowledge of radiation safety, as characterized by: thorough knowledge of the biological effects of ionizing radiation; detailed knowledge of Canadian and Provincial radiation safety regulations, and the principles and practices of radiation protection.
- H.3.4. The candidate shall demonstrate judgment skills commensurate with clinical practice.
- H.3.5. The candidate shall demonstrate communication skills and interpersonal behaviour commensurate with clinical practice.

### H.4. Eligibility

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Candidates for the Mammography Certification Examination shall meet the following minimum criteria.

- H.4.1. Applicants for the certification examination shall possess a degree in Physics or a related subject from a recognized university. Other applicants may be considered in exceptional circumstances at the discretion of the Committee and with the approval of the CCPM Board.
- H.4.2. Applicants for the certification examination shall possess a minimum of one year full time equivalent experience spent in surveying medical imaging systems. This experience must be completed by the date of the application for the examination.
- H.4.3. Applicants must have experience of conducting surveys of at least 2 mammography facilities and a total of at least 6 mammography units and shall provide a satisfactory mammography survey report realized under

the supervision of a medical physicist certified in the Physics of Mammography by the CCPM (or under the supervision of some other individual of adequate knowledge, as determined by the Committee), submitted together with pertinent documentation.

- H.4.4. Applicants shall be required to submit a letter of reference demonstrating that the candidate's practice is satisfactory in terms of technical competence, professionalism, and ethics, from a mammography certified medical physicist, or from a Member or Fellow of the College.
- H.4.5. Applicants must have documented evidence of participation in a minimum of 15 hours equivalent of acceptable continuing education (CE) activities within the previous 3 years.
- H.4.6. The applicant shall abide by the College Code of Ethics.
- H.4.7. Applicants shall be members of the Canadian Organization of Medical Physicists (COMP). If applicants are not COMP members at the time of becoming certified in mammography by the CCPM they must commit to becoming COMP members within three months or be subjected to revocation of certification as outlined in section H.9.

## **H.5. Application Process**

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Prospective candidates for the Mammography Certification Examination shall submit all required material to the CCPM office who will forward it to the Chair of the Committee on Physics of Mammography Certification (CPMC).

- H.5.1. The applicant shall present their request for obtaining certification with a cover letter, which should also list all material presented with the application.
- H.5.2. The applicant shall include an up-to-date curriculum vitae and documentary evidence of university degrees in the form of transcripts or copies of diplomas.
- H.5.3. A cheque or money order for the examination fee, payable to the CCPM, shall be sent with the application. The amount of the application fee is posted on the CCPM web site in the schedule of fees.
- H.5.4. The Chair of the Committee shall make arrangements for the entire application to be circulated electronically to at least two members of the Committee.
- H.5.5. Any member shall state any actual or perceived conflict of interest prior to accepting an application for review and decline to review the application if such conflict exists.
- H.5.6. If all participating members of the Committee are satisfied that the application meets all criteria, the candidate shall be informed of the acceptance.
- H.5.7. If all participating members of the Committee are not satisfied that the application meets all criteria, the candidate shall be informed in a traceable manner that their application has been rejected.
- H.5.8. If the participating members of the Committee disagree as to whether or not the application meets all criteria, the Chair of the Committee shall make the final decision.
- H.5.9. Notice of acceptance or rejection shall be sent to the candidate within 60 days after the application is received.
- H.5.10. A portion of the examination fee as specified in the CCPM schedule of fees will be refunded if the application is rejected.

## **H.6. Planning of the Examination**

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An oral examination shall be offered to candidates whose application is accepted by the Committee.

- H.6.1. An oral examination shall be conducted by at least two members of the Committee.
- H.6.2. A member shall state any actual or perceived conflict of interest when scheduling examinations, and withdraw from the examination process for those candidates for whom there is a conflict.

- H.6.3. The place and date of the examination shall be agreed upon by the Chair of the Committee, in consultation with the Committee members that are to carry out the examination.
- H.6.4. The Committee shall offer an examination date and time to the candidate within four months after the notice of acceptance was sent, unless an agreement for another time and place is reached between the Chair and the candidate.
- H.6.5. The oral examination shall take place within twelve months after the acceptance of the application has been sent to the candidate.
- H.6.6. The Committee shall reserve the right to cancel the examination for reasons that it judges to qualify as force majeure, and has no obligation other than offering to the candidate an alternate examination appointment.

## **H.7. The Examination**

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The oral examination shall be conducted such that the criteria described in section [H.3](#) are verified.

- H.7.1. Upon completion of the examination, the candidate shall be excused for the decision.
- H.7.2. Any major shortcomings in the knowledge, skill, or attitude of the candidate shall be sufficient to justify a failure, at the discretion of the examiners.
- H.7.3. The examiners shall be able to decide, at their discretion, that the candidate will be given a delayed passing score, to be issued once certain conditional activities have been completed to the satisfaction of the members, if they have full confidence that these conditions are sufficient for the candidate to be adequately certified.
- H.7.4. Certificates shall be mailed to successful candidates. Successful candidates may opt to receive a framed certificate for a fee as stipulated in the CCPM schedule of fees.

## **H.8. Recertification**

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The Committee on Physics of Mammography Certification shall operate a triennial recertification process.

- H.8.1. The recertification period is a three-year period commencing on October 1<sup>st</sup> of the year that the previous recertification was obtained, or the year of initial certification by the College, whichever is later, and ending on September 30<sup>th</sup> of the current year.
- H.8.2. Certified physicists who have been temporarily absent from the field for less than two years during the recertification period, may apply to the mammography committee prior to the application deadline to have the recertification period extended to five years provided such application is submitted before the application deadline. The decision to accept this extension rests with the Board of the College.
- H.8.3. Holders of certification shall be notified of the upcoming expiration of their certification at least four months prior to the date of expiration.
- H.8.4. Individuals must apply for recertification as instructed on the CCPM website.
- H.8.5. The recertification request shall describe all continuing education activities of the candidate, and number of complete mammography surveys carried out during the previous three-year period.
- H.8.6. In order for recertification to be granted, the medical physicist must have surveyed at least two mammography facilities and a total of at least 6 mammographic units within the previous three years. Testing of the same unit within 60 days can contribute to the count if the second testing was done after a major repair to the unit. Physicists working at a facility with more than one unit are exempt from the 2-facility requirement provided they are inspecting at least two different units at the facility. A facility is a centre that houses a mammography unit. The mammography unit is a system that acquires the images for the purposes of screening or diagnosis of breast cancer (excluding biopsy units). It is expected that when a

unit inspection is performed, associated primary review workstations are also evaluated, wherever they may be located.

- H.8.7. In order for recertification to be granted, 15 hours equivalent of acceptable continuing education (CE) shall have been accumulated within the previous three years.
- H.8.8. The numbers of hours granted for a CE event for the purpose of recertification shall be decided by the Committee, and shall be between 0 and 100% of the number of hours of duration of the activity, based on an estimation of the relevancy of the event for the physics of mammography, and the rigour of the syllabus and organization of the event.
- H.8.9. Written proof of attendance at CE events shall be presented.
- H.8.10. A letter signed by the candidate should state survey activity, by stating the time and place of the surveys.
- H.8.11. A cheque or money order for the renewal fee shall be included with the application. The fee shall be non-refundable, The amount shall be posted on the CCPM web site schedule of fees.
- H.8.12. Certified individuals who do not meet the recertification criteria shall be able to apply again by the next October 1st. The application shall be evaluated based on the three years prior to this date, and certification shall be reinstated after the same date if the applicant meets the recertification criteria.
- H.8.13. An individual who fails to reinstate their certification more than one year after it has expired shall only regain certification upon re-examination if they are not certified in diagnostic imaging by CCPM.

## **H.9. Revocation of Certification**

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Certified individuals shall abide by the Code of Ethics and practice medical physics competently and diligently.

For individuals who are in arrears in payment of COMP Member dues.

- H.9.1. Certified physicists who fail to renew their COMP membership by March 30<sup>th</sup> of any given year will be declared in default and subject to a late renewal fee.
- H.9.2. Certified physicists who are in default shall be contacted by the Mammo committee chair and informed of their outstanding fees or dues, and potential revocation of certification status.
- H.1.3. The Committee shall investigate any serious evidence of unethical or incompetent practice by a certified individual.
- H.1.4. If the Committee determines that there is evidence of malpractice by a certified individual, the Chair of the Committee shall request the individual in question to reply to the claims made against him/her.
- H.1.5. Upon receiving the reply of the individual whose malpractice is suspected, the Committee shall determine whether the original claim is proven, and recommend immediate revocation of certification if that is the case.
- H.1.6. The college shall approve any revocation of certification before it becomes effective.

## **H.2. Professional Activities of the Committee**

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The Committee on Physics of Mammography Certification shall maintain a good level of communication with certified individuals and professional organizations involved in mammography.

- H.2.3. The Chair of the Committee must be approved by the CCPM Board.
- H.2.4. The Committee shall ensure that the list of certified individuals posted on the CCPM website is current.
- H.2.5. The Committee shall maintain a list of continuing education activities for which the Committee has already granted CE hours on the CCPM website.



- H.2.6. The Committee shall inform the Canadian Association of Radiologists of any modification to the list of certified individuals.
- H.2.7. The Chair of the Committee shall report to the President of the College upon request, as prescribed by a procedure herein, or when the Committee comes upon any element outside of its decisional scope.
- H.2.8. The Committee shall attempt to promote or organize, when possible, continuing education events in mammography physics.
- H.2.9. The Chair of the CPMC will submit an annual report to the Secretary-Treasurer of the CCPM prior to the CCPM AGM detailing the activities of the CPMC over the previous year, including the number of individuals who sought certification, the number who were successful, and the number of individuals who completed the recertification process.

## **I. Harold E Johns Travel Award**

### **I.1. General**

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- I.1.3. The CCPM will provide annually one travel award to an outstanding CCPM Member in order to assist the recipient in extending their knowledge or gain further experience in their chosen field.
- I.1.4. The award will be known as the “Harold E. Johns Travel Award”.
- I.1.5. The award is intended to help the recipient with travel expenses to an activity related to the practice of medical physics such as, but not limited to, specialized training courses or conferences, site visit(s) for advanced practice or to embark in new areas of research.

### **I.2. Finances**

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- I.2.3. The Harold E Johns Travel Award is financed from contributions from members of the CCPM and COMP at the time of their annual COMP dues renewal.
- I.2.4. The CCPM Secretary/Treasurer will maintain a separate accounting for the Harold E Johns Travel Award and will provide a report at least annually to the CCPM Board.
- I.2.5. The monetary value of the award will be reviewed periodically by the CCPM Board. The Board will set the amount at a level that ensures the viability of the Award by taking into account the yearly contributions to the Harold E Johns Travel Award Fund and the net balance of the Fund.

### **I.3. Eligibility**

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- I.3.3. Applicants must have obtained their CCPM certification within the previous three (3) years.
- I.3.4. Applicants need not be Canadian citizens but must be working in Canada at the time of the application.
- I.3.5. Applicants must provide to the Registrar the information identified in Section [I.4](#) prior to the application deadline as specified by the Registrar.

### **I.4. Application Process**

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- I.4.3. The CCPM Registrar will ensure that an announcement is sent either electronically (email burst, website posting) and/or via the COMP newsletter with sufficient time so that eligible members can apply for the award.
- I.4.4. Applicants must submit the following information prior to the deadline as decided by the Registrar:
  - A one-page proposal indicating the course, conference or institutions they wish to attend and the reasons for their choice;
  - A cost estimate for their travel expenses. If their proposed expenses exceed the value of the award, they should also indicate the source for the additional funds;
  - A letter from their present employer indicating their support of the proposal;
  - If the proposal involves visiting another cancer centre, department or university, a letter from the hosting institution indicating their support of the proposal;
  - Their curriculum vitae;
  - Names and phone numbers of 3 references that the selection committee may contact.
- I.4.5. Applicants who are unsuccessful in previous years but remain eligible may have their applications considered again by writing to the Registrar and providing any necessary updated information.

### **I.5. Selection Committee**

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- I.5.3. The CCPM Registrar will appoint a committee of at least 3 CCPM members who must not be eligible for the travel award, and must not have a conflict of interest with any of the applicants.

- I.5.4. The Selection Committee will review the applications and select the best proposal based on:
- Quality of the written proposal;
  - References obtained;
  - Membership exam results.
- I.5.5. The Selection Committee will provide their decision to the Registrar.
- I.5.6. In the event that a single application is received, the Selection Committee will still review the application in order to validate that the proposal meets the goals and expectations of the award.
- I.5.7. In the event that no acceptable applications are received, the award will not be given that year. The Board may decide to provide more than one award in the following year.
- I.5.8. The Registrar provides the name of the recipient to the CCPM President, who contacts the recipient to congratulate them and to request a formal acceptance of the award.
- I.5.9. The award will be announced at the Annual General Meeting of the CCPM.

## **I.6. Award Conditions**

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- I.6.3. The award recipient must provide to the Registrar the following items prior to receiving their reimbursement for their travel expenses:
- A completed CCPM travel expense claim form with receipts
  - A copy of the report that will be submitted for publication to the COMP newsletter

## **J. Revision History**

### **J.1. April 2014 - Original Document Created**

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These Regulations were developed following the enactment of the new Bylaws of the College which were approved by Industry Canada in the fall of 2013. The original version of this document was created and approved by the Board in April of 2014.

### **J.2. September 2015 - Modifications**

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The Board met during a teleconference on September 09, 2015 to review, modify and approve changes to Regulations D.2.7, D.3.3, D.10.2, and E.3.3. A new sub-section, C.8, on Non-disclosure and cheating was also added and approved.

### **J.3. November 2015 – Modifications**

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The Board met in Ottawa on November 14, 2015 for mid-year meeting, and approved changes to Regulations D.2.7. A new section G (Bridging Program) between Sections F (Recertification) and G (Mammography) was added. Changed section numbering: Mammography (H), and Revision History (I).

### **J.4. June 2016 – Modifications**

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The Board met during a teleconference on June 8, 2016 and approved changes to Regulations E.2.2, E.6.1, E.6.2, E.7.5, E.7.6 and E.8.1. Changed numbering of regulations accordingly in Section E.

### **J.5. July 2016 – Modifications**

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The Board met in St John's on July 19, 2016 and approved changes to Regulations D.9.1, D.9.2 and D.9.3. Changed numbering of regulations accordingly in Section D.9.

### **J.6. November 2016 – Modifications**

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The Board met in Toronto on November 5, 2016 and approved the removal of the last two sentences to Regulation D.2.8.

### **J.7. July 2017 – Modifications**

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The Board met in Ottawa on July 11, 2017 and approved changes to Regulations D.2.7. A new section I (Harold E Johns Travel Award) after Section H (Mammography). Changed section numbering Revision History (J).

### **J.8. November 2017 – Modifications**

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The Board met in Ottawa on November 17, 2017 and approved changes to Regulations E.3.13. Changed section numbering Revision History (J).

### **J.9. February 2018 – Modifications**

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The Board approved via email on February 3, 2018 changes to Regulations G.1.3, G.1.4, G.3.4, G.3.5, G.4.1, G.4.2, G.5.1 and G.5.2. Changed section numbering Revision History (J).

### **J.10. September 2018 – Modifications**

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The Board met in Montreal on September 11, 2018 and approved changes to Regulations B.1.7. Changed Revision History (J).

### **J.11. January 2019 – Modifications**

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The Board met during a teleconference on January 24, 2019 and approved the following changes: F.1.15 becomes F.1.6, F.1.16 becomes F.1.17 and added new regulation F.1.15.

### **J.12. January 2020 – Modifications**

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The Board met in Ottawa on January 17, 2020 and approved the following changes: Removal of B.2.2. & B.2.4., (B.2.3. becomes B.2.2.), G.3.5. and G.3.6. Modifications were made to B.4.4., G.1.4., G.2., G.3.1, G.3.4., G.4.1. and G.5.1.

### **J.13. June 2020 – Modifications**

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The Board met on June 20, 2020 and approved the following changes: Modifications to B.3.1, B.3.2, B.3.3, B.3.6

### **J.14. June 2021 – Modifications**

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The Board met during a teleconference on June 8, 2021 and approved the following changes to Regulations: added a new section D.5 (Examination process), modifications to subsections D.1 to D.16 inclusively, changed numbering of regulations accordingly and changed regulation references accordingly in Regulations G.1.1, G.1.2 and G.5.2. Updated Revision History (J).

### **J.15. October 2022 – Modifications**

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The Board met during a teleconference on October 4, 2022 and approved the following changes to Regulations: removal of B.1.7, removal of C.1.4, modifications to C.1.5 and C.2.2, insertion of regulation D.9.6 and modification of numbering. Updated Revision History (J).

### **J.16. September 2023 – Modifications**

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The Board met on September 17, 2023 and approved the following changes to Regulations:

COMP Membership requirements added to align with Bylaws : D.2.7 added, modified D.16.

Modification to D.2.5 (MCCPM letters of reference).

Certificate framing to be paid for: modifications to D.5.15, E.6.5, H.7.7.

Harmonization of Fellowship requirements: E.2.3, E.2.4, E.2.6.

FCCPM to exclusively granted to Members: modified E.2.1, Added E.8 and E.9.

To align with exam preparation guides, sections D and E (Membership and Fellowship) were modified.

Modification to numbering. Updated Revision History (J).

### **J.17. November 2024 – Modifications**

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The Board met on November 7, 2024 and approved the following changes to Regulations:

Mammography recertification requirements added to align with the CCPM calendar and absentee policy: H.8.1, H.8.2

Added clarification to define what is considered a unit: H.8.6

Modification to numbering. Updated Revision History (J).

### **J.18. June 2025 – Modifications**

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The Board met during on June 3, 2025 and approved the following changes to Regulations:

COMP Membership requirements for mammography added to align with Bylaws : H.4.7, H.9.1, H.9.2.

Removed: H.1.3, H.7.1, H.7.2. H.7.6, H.8.1

Adjustments for clarity: C.1, F.2.3, H.2.3, H.6.1, H.6.3

F.4 Recertification credits amended to align with InterACTIONS Article 70 (1) – Jan 2024 Maintenance of Certification: Redesigned CCPM Recertification Credit System

Modification to numbering. Updated Revision History (J).