

**APPLICATION FOR  
CONTINUING EDUCATION CREDIT FOR SELF-STUDY****Description of Self Study Program**

<b>Statement of Purpose:</b>
<b>Statement of Objectives:</b>
<b>Materials to be Used:</b>

**Please Attach a Study Outline for the Committee to Review.**

**Requestor Information:**

<b>Name and Address:</b>	<b>Telephone Number:</b>
	<b>Signature/Date:</b>

**For Continuing Education Committee Use:**

<b>Total Credits to be Awarded Upon Completion of Self-Study Program:</b>	<b>Signature of Committee Member/Date:</b>
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**Requestor Certification:**

<b>I certify that I have completed the course of Study described in this application.</b>	<b>Signature of Requestor/Date:</b>
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**CONTINUING EDUCATION COMMITTEE  
APPLICATION FOR SELF-STUDY CONTINUING EDUCATION CREDITS**

**TOPIC:** Application for self-study programs shall be made on the attached Application for Continuing Education Credit for Self-Study. The applicant should specifically identify the area of health physics which is proposed for self-study.

**STATEMENT OF PURPOSE:** The applicant should be able to summarize the reason for choosing the topic and materials for self-study.

**MATERIAL(S):** The applicant should list all books and references to be used in the self-study. The title, author, and edition or publication date should be stated as a minimum.

**Reason:** The committee needs to evaluate the references to be used, to ensure that they are appropriate and current.

**STATEMENT OF OBJECTIVES:** The applicant should provide statements which explicitly describe the expected outcomes of the self-study, and how these outcomes will be demonstrated. The statements should clearly define how the information will supplement the applicant's professional knowledge of health physics and related fields.

**Reason:** Statements of objectives require the applicant to determine the scope and depth of the planned study, and provide a focus for the study. The objectives must include a means to measure if the objectives have been achieved, in order to know if the self-study is successful. Measurements may include activities such as successful completion of problems about the topic from a text book or other reference, presentation of a talk regarding the subject to a local chapter or school, development of personal files regarding the subject, etcetera.

**OUTLINE:** The applicant should submit a "course outline" which describes the planned sequence of studies. A timetable showing expected completion dates should be included.

**Reason:** A course outline requires the applicant to plan the self-study, and to determine the scope and depth of the self-study. The timetable requires the individual to determine the level of commitment that needs to be made for the planned study. In addition, a course outline and listing of time spent on various topics is frequently required for evaluation prior to approval of traditional training courses, and comparable information should be provided for self-study.

**APPROVAL:** The Continuing Education Committee must approve the self-study and notify the applicant prior to beginning the study. Approval by the Committee will be documented on the Application for Continuing Education Credit for Self-Study.

**CREDIT:** Continuing Education Credits will be awarded to the applicant based on the scope of the self-study and the satisfactory completion of the study. The applicant shall document completion of the program on the Application for Continuing Education Credit for Self-Study.