

American Board Of Health Physics

March 1978

Dear Colleague:

Enclosed for your information is material concerning the Continuing Certification Program. The following information is enclosed:

- (1) General Policies and Procedures
- (2) Guidelines for the ABHP Continuing Certification Program
- (3) Application for Renewal of Certification
- (4) Application for ABHP-CEP Course Approval

Inquiries concerning the Continuing Education Program should be made to the following individuals:

(1) Inquiries concerning education credits for courses and related activities should be directed to:

Lester Slaback
AFRRI NMMC
Bethesda, Maryland 20014


(2) Inquiries concerning continuing certification of individuals and applications should be directed to:

Carlyle J. Roberts
Division of Environmental Impact Studies
Building 10
Argonne National Laboratory
Argonne, Illinois 60439

In addition, information dealing with courses and supporting documentation submitted to L. Slaback should be summarized in concise language not to exceed 5 pages. If more than 5 pages are required, then the individual and/or organization should provide 8 additional copies.

A formal newsletter summarizing the previous year's activities will be transmitted in April.

Thank you for your continued support of ABHP activities.


Michael S. Terpilak
Secretary-Treasurer

American Board Of Health Physics

CONTINUING EDUCATION PANEL

General policies and procedures.

A. In order to qualify for credit toward meeting the continuing education requirements of the American Board of Health Physics (ABHP) all courses and other activities must be approved by the Continuing Education Panel (CEP). Application for approval may be made directly to the Chairman of the CEP by the course sponsor or a participating Certified Health Physicist (CHP). Applicants are urged to submit their requests far enough in advance that a decision can be made by the Panel and announced before the course begins; however, the Panel will accept without prejudice (applying their usual approval criteria) all applications received within ninety (90) days after an event has concluded.¹ Applications must be in the form specified by the Panel and be complete in all respects.

B. In the context of this document, a "continuing education course" is a program that is formally organized, is offered within a specific time period, covers preselected topics and is given by specified individuals. Only that portion of a program which relates rather directly to health physics and contributes to the technical competence of the CHP will be approved. Related subjects are those that are used directly in health physics but are not usually designated as health physics courses. Examples of these might be statistics, meteorology as applied to environmental dose assessment, reactor coolant chemistry and radiation genetics. The Panel will evaluate each course on the basis of content, instructors' qualifications, degree of student involvement and schedule. After weighting these factors according to an established formula, it will assign each course a number of continuing education credits which may be less than the number of contact hours.

C. The following activities have been reviewed by the CEP and approved for continuing education credit without specific application by individual CHP's. These approvals are exclusive of any additional education credits that might be earned by attending specific events at these meetings.

(1) Attendance and participation at the annual Health Physics Society meeting shall receive one continuing education credit per day with a limit of three (3) credits per meeting.²

(2) Attendance and participation at the HPS Midyear Topical Symposium shall receive one continuing education credit per day with a limit of three (3) credits per meeting.²

D. Course sponsors or organizers are strongly encouraged to provide certificates of attendance or other forms of recognition to the attendees.

¹As an exception, applications for approval of continuing education activities concluded any time during 1977 will be accepted through April 1, 1978.

²The ABHP will accept a maximum of 8 CEC's acquired through attendance at these meetings toward the required total of 16 credits.

GUIDELINES FOR THE
AMERICAN BOARD OF HEALTH PHYSICIS
CONTINUING CERTIFICATION PROGRAM

I. Renewal Period

In the five-year period beginning on January 1, 1977, and during each four-year period thereafter, each Certified Health Physicist shall renew his* certification. Individuals certified after January 1, 1977, shall renew their certification within each four-year period starting on January 1 in the year after certification is awarded.

Explanatory Note: Present Certified Health Physicists would be required to renew their certification before January 1, 1982. The next renewal deadline would be January 1, 1986. For example, an individual may choose to have his certification renewed in 1978 and he may wait until 1985 before the next renewal.

II. Extension of Renewal Period

The ABHP may extend the renewal interval, upon request, when an individual cannot meet the requirements because of sickness, foreign residence or other unusual circumstances.

Explanatory Note: This flexibility is provided to allow the Board to grant extensions when necessary. These cases should be infrequent.

III. Requirements for Continuing Certification

To renew his certification a diplomate shall remain active in the profession of health physics and keep abreast of new developments in the profession. Demonstration of these requirements shall be provided through the following steps that shall be accomplished during the renewal period:

- a. Submission of an Application for Renewal of Certification.
- b. Attendance at ABHP-approved continuing education courses, or other approved activities.
- c. Submission of additional information to describe and verify his continuing professional responsibilities and activities if requested by the Board.

Explanatory Notes:

- a. The Application for Renewal of Certification will provide the Board with information about the diplomate's professional activities since his previous application was submitted. The form will be similar to the original application for certification. The application will also include a reaffirmation that the individual is fulfilling the Professional Responsibilities of a Certified Health Physicist.

* Throughout this document the conventional masculine pronoun is used when collective members of both sexes are referred to: thus, his = his/her.

- b. In his renewal application, the diplomate will demonstrate the extent to which he remains active in health physics. His efforts may include teaching, conducting and reporting the results of research, participating in scientific reviews and standards setting, and other activities which have a significant educational component. While these activities are relevant to the first requirement for continuing certification, they do not satisfy the requirement for continuing education.
- c. The continuing education requirement may be met by attending professional-level courses on advanced health physics topics approved by the ABHP. During the renewal period, each diplomate shall attend courses or other activities providing a total of at least 16 continuing education credits (CEC's).
- d. In order for the diplomate to receive credit, each course he attends must be approved by the Board's Continuing Education Panel (CEP). At the time the course is approved the Panel will determine the number of continuing education credits to be awarded to participants. In no case will the number of CEC's exceed the number of contact hours of lecture or demonstration, and it may be less. Course examinations will not be required. Lecturers at an ABHP/CEP-approved course will receive appropriate credit depending on the extent to which their participation constitutes an educational experience for them.
- e. Applications for accrediting of advanced health physics courses for continuing education may be submitted to the Panel by the course organizers or by an individual Certified Health Physicist. Courses may be sponsored by any organization. If possible, approval by the Panel should be obtained before the course is held; however, within defined limits, applications may be submitted after the course has been completed.
- f. The primary responsibility of the Panel on Continuing Education is to accredit courses. It will not organize and conduct courses itself, although it may offer assistance to other organizations. Whenever practical, the ABHP/CEP will announce approved courses in advance through selected publications or other means; however, the sponsoring organization will have the primary responsibility for announcements as well as all other aspects of the course. Educational activities other than participation in formal courses also may be approved by the Board for credit toward satisfying the requirements for continuing certification.
- g. If the Board cannot determine through a review of the Application for Renewal of Certification that the applicant is actively engaged in the profession of health physics at least 25% of his working time and fulfilling the Professional Responsibilities of a Certified Health Physicist, the Board may require the applicant to submit reports or other documentation and letters of reference to assist the Board in its review. These cases should be infrequent.

IV. Classification of Certified Health Physicists

There shall be three classes of Certified Health Physicists:

Certified Health Physicist: This class shall consist of all diplomates who, in the judgment of the Board, meet the requirements for recertification. These individuals shall be included in published listings of Certified Health Physicists.

Certified Health Physicist - Emeritus: This class shall include Certified Health Physicists who have retired from active professional practice. These individuals shall be included in published listings of Certified Health Physicists with the Emeritus designation.

Certified Health Physicist - Inactive: This class shall consist of all individuals who, in the judgment of the Board, do not meet the requirements for continuing certification. These individuals shall not be included in the published listings of Certified Health Physicists. At any future time, an individual in this class may regain active status upon completion of the requirements for renewal of certification. The necessary 16 CEC's must have been earned within the span of four consecutive calendar years including the year in which application is made.

Explanatory Notes

- a. The Emeritus status will be awarded, upon request, to Certified Health Physicists who retire from active participation in professional activities because of age or health requirements.
- b. The Inactive status will, in most cases, result from individuals changing disciplines. For several reasons, the Board chooses to place these individuals in an Inactive status rather than revoke certification. The most compelling reason is that legal action may be initiated to prevent revocation of certification. Although the Board is confident that its judgment would be upheld, the Board prefers to use its limited resources to further the certification program rather than expend them in legal procedures.

V. Renewal Fee

The renewal fee shall be \$20.

Explanatory Note: The fee for renewal of certification will be paid at the time the Application for Renewal of Certification is submitted. In addition, organizations that sponsor continuing education courses may charge a registration fee for the courses. The Board will encourage these organizations to establish the registration fees at a reasonable level. Preferably, these fees should only reimburse the sponsoring organization for the expenses incurred in the administration of the course.

VI. Appeals

Individuals shall have the right to meet with the Board and appeal any decision made by the Board that affects their certification status.