

**APPLICATION FOR
CONTINUING EDUCATION CREDIT FOR SELF-STUDY****Description of Self Study Program****Statement of Purpose:****Statement of Objectives:****Materials to be Used:****Please Attach a Study Outline for the Committee to Review.****Requestor Information:****Name and Address:****Telephone Number:****Signature/Date:****For Continuing Education Committee Use:****Total Credits to be Awarded Upon
Completion of Self-Study Program:****Signature of Committee Member/Date:****Requestor Certification:****I certify that I have completed the course of
Study described in this application.****Signature of Requestor/Date:**

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.