

## **Accreditation FAQ's:**

### **Self-Study:**

#### ***When do I have to do a Self-Study and when will I have a site visit?***

Accreditation is typically for 5 years but may be for a shorter period. A complete Self-Study is required for each accreditation or reaccreditation, with site visits required every 10 years. Under normal circumstances, Self-Studies would be submitted every 5 years, and a site visit conducted for every second Self-Study submission.

#### ***How do I know when my accreditation is expiring and when my Self-Study is due?***

Your accreditation certificate and the CAMPEP website (<http://campep.org/campeplstgrad.asp> , <http://campep.org/campeplstres.asp>, <http://campep.org/campeplstdoctorate.asp> or <http://campep.org/campeplstcert.asp> ) list expiration dates. About thirteen months before the accreditation expires, CAMPEP sends the Program Director a reminder of the need for a Self-Study and the due date of the Self-Study. Typically the Self-Study is due ten months before the expiration date.

#### ***What do I have to do to complete a Self-Study?***

The Self-Study is a document that demonstrates that your educational program meets the CAMPEP Standards. Each Standard is stated, and you have to indicate how your program meets that Standard. Please note that it is not sufficient to simply state that a particular Standard is met; you need to indicate how that Standard is met.

A few relevant resources are listed below.

For Graduate Programs:

1. The latest version of CAMPEP Graduate Standards are here - <http://campep.org/GraduateStandards.pdf>
2. CAMPEP's Policies and Procedures document's Section F - which is specific to graduate programs <http://campep.org/CAMPEPP&Ps.pdf>
3. The latest template for the Self-Study is located here (including links to electronic submission using MOCAM) - <http://campep.org/GradAppTemplate.docx> and <http://campep.org/GraduateSupplementaryTemplates.zip>

For Residency Programs:

1. The latest version of CAMPEP Residency Standards are here - <http://campep.org/ResidencyStandards.pdf>
2. CAMPEP's Policies and Procedures document's Section G - which is specific to Residency programs <http://campep.org/CAMPEPP&Ps.pdf>
3. The latest template for the Self-Study is located here (which has not yet gone live with electronic submission using MOCAM, but will at some point during 2022) <http://campep.org/ResAppTemplate.docx>

***My program hasn't changed substantially since our last submission, can't I just update our previous Self-Study and submit that?***

Over the period of five years, CAMPEP typically changes and updates its Standards. Thus, the previous Self-Study will be outdated. PLEASE address the latest CAMPEP Standards using the current Self-Study template as you prepare your Self-Study.

***Do I have to address each Standard one by one? Can't I just submit a few paragraphs to illustrate how we meet a group of related Standards?***

Each Standard addresses a specific part of the training program. Addressing each Standard separately, as identified in the Self-Study template, helps reviewers clearly understand how CAMPEP Standards are being met by the program.

***Do we have to use the CAMPEP biosketch format? Can't we submit a CV or NIH biosketch or other format?***

You are required to use the CAMPEP biosketch format for each faculty/training staff in your program. This format is specific to medical physics training and helps reviewers understand how the training staff meet CAMPEP standards.

***I have just turned in my Self-Study. When might I be hearing from CAMPEP regarding my program's accreditation?***

The review of a program's Self-Study for accreditation is much like the review of a manuscript for a peer-reviewed journal. Once the Self-Study and accreditation fees have been received by CAMPEP, the following steps take place:

1. The appropriate Review Committee Chair appoints a minimum of two individuals to review your Self-Study.
2. Often the reviewers will ask the Program Director for clarification on the response to one or more Standards.
3. After receiving and reviewing the revised Self-Study, if a site visit is warranted, the lead reviewer will arrange with the Program Director to schedule a site visit.
4. The review team will prepare a Program Evaluation, which then goes to the appropriate Review Committee for review.
5. The Review Committee recommends to the CAMPEP Board a specific course of action.
6. The Board will determine the outcome of an accreditation review.

***How long does all of this take?***

The typical turn-around time, from the time all application materials are submitted to the time the Board has decided on a final outcome, is typically from 9-10 months, but it may vary significantly. A common source of delays is related to the response time of programs and subsequent review if additional information to clarify responses provided in the Self-Study needs to be requested from the Program Director.

***I've submitted a Self-Study to support reaccreditation of my program. My accreditation expires next month, and I still have not heard from CAMPEP regarding reaccreditation. Will my program lose its accreditation?***

If all the appropriate materials supporting your program's accreditation have been submitted and the Board has not yet made a decision, your program's accreditation will be administratively extended until a decision is made.

***How often is a Site Visit conducted?***

A Site Visit is conducted during evaluation of a program's initial accreditation, and every ten years during reaccreditation. At the Board's discretion a Site Visit may be held at other times.

***My application for accreditation was rejected. Can I appeal the Board's decision?***

The procedure for appealing the Board's decision is described in CAMPEP's Policies and Procedures, which is accessible on the CAMPEP website [www.campep.org](http://www.campep.org).

## **Annual Survey:**

***Do I have to complete the annual survey?***

Yes, completing the annual survey is a condition of your program's accreditation.

***I just completed a Self-Study for my program's reaccreditation. Do I still have to complete the annual survey?***

Several organizations, including CAMPEP, SDAMPP, and various AAPM committees, use the survey data to obtain a picture of medical physics education. In order that the data be meaningful, all programs need to complete the survey.

***I received an email with a PDF attachment that has spaces for entering information about my program. Is this the survey I am supposed to complete?***

We provide you with questions well in advance of the due date for completion of the survey to give you time to collect your data and develop your responses to questions that are asked. You do not submit this form. The actual survey is collected via an online questionnaire, which will be requested approximately 6 weeks before the survey due date.

***I filled out the survey and submitted it. Now my department administrator wants to see the information about our program. How can I get a copy of my responses?***

Once we receive your online responses, we generate a PDF file that contains the survey questions and your responses. You will receive a copy of this document.

***Is there a way I can see how our program compares with others?***

A report giving the statistics for residency programs and a report for graduate programs is presented at the Program Directors' Breakfast held at the AAPM Annual Meeting, and is later posted on the CAMPEP website. All data presented is aggregated and no data is presented that identifies individual programs.