

# Commission on Accreditation of Medical Physics Education Programs, Inc.

## Medical Physics Continuing Education Credit (MPCEC)

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### MPCEC APPLICATION PROCESS

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The organizers or directors of any educational activity requesting MPCEC will submit an application to:

**MPCEC Manager**  
**CAMPEP, Inc.**  
**ONE PHYSICS ELLIPSE**  
**College Park, MD 20740-3846**

**Telephone: 301-209-3350**  
**Fax: 301-209-0862**  
**e-mail: [Irose@aapm.org](mailto:Irose@aapm.org)**  
**<http://www.campep.org>**

#### Forms

Application forms can be obtained from the CAMPEP headquarters or web site at the above addresses. Program planning and initial application contact with the MPCEC Manager should begin at **least a year** in advance of the program delivery date. Review these forms carefully. The application should reflect a planning process which begins with a needs analysis, establishes appropriate educational objectives with knowledgeable faculty, provides informative program promotional materials and culminates in a constructively attendee evaluated program. For many educational activities, Form 2B can be used as a planning guide checklist. A sample application and program are provided to assist your understanding of this process. Questions should be directed to the MPCEC Manager who will provide a timely response or refer you to a MPCEC Committee member for further guidance. An application which reflects the current status of planning and follows a timeline similar to that given on Form 2B should be submitted at least **6 months** prior to the scheduled activity. Applications must be complete at **least 60 days** before the beginning of a program.

#### Review

The initial application will be reviewed by the MPCEC Manager within two weeks. If the application is incomplete, additional information will be requested and/or guidance will be provided by a member of the MPCEC Committee. Final review of a completed application will be provided within one month.

A program will not be advertised as awarding MPCEC until approval has been given. When approval is given a program, promotional materials must include a statement such as **Aa CAMPEP approved educational activity.**

#### Credits

One (1) credit will be awarded for each hour of directed classroom type activity.

One (1) credit will be awarded for each hour of supervised laboratory type activity.

One (1) credit will be awarded for each educational element of a remotely directed education (RDCE) activity. The requirements for educational elements are established by the Medical Physics Continuing Education Credit Committee for each type of RDCE activity.

#### Program Evaluation

In order to receive credits and a certificate, each program participant must complete the verification of attendance form (top part of Form 7A) at the conclusion of the program. It is the responsibility of the Program Director to ensure the accuracy of attendance records for each session and that the credits requested are supported by attendance records. Within one month after the program is presented, the Program Director will send the verification of attendance forms to CAMPEP.

It is not necessary that the program evaluation portion of the form be returned to CAMPEP. The evaluation is to be used by the Program Director to assist in the organization of future courses and/or provide feedback to course organizers. It is the responsibility of the Program Director to communicate individual evaluations to each faculty member and the overall program evaluation to the sponsor.

#### Records

CAMPEP will mail the participant a certificate indicating the number of credits received for each program.

Beginning Jan. 1, 2000, CAMPEP will maintain records of accumulated credits for individuals ten years beyond the year in which they are obtained. Individuals may request a transcript for a \$20.00 fee.

#### Fee

CAMPEP will charge a \$210.00 administrative fee for reviewing each application and a fee of \$8.00 for each participant certificate.

Form 2A/2002