

**Commission on Accreditation of  
Medical Physics Education Programs, Inc.**  
Medical Physics Continuing Education Credit (MPCEC)

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**MPCEC APPLICATION/INSTRUCTIONS**

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This is an application to CAMPEP to approve the educational program described below as eligible for medical physics continuing education credits (MPCEC).

**Program Title:** \_\_\_\_\_

**Program Dates:** \_\_\_\_\_

**Program Location:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Co-sponsoring Organization:** \_\_\_\_\_

**Program Director(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please see the CAMPEP Policies and Procedures for requirements regarding the following. Refer to the sample application as an example of how to proceed. Respond to all parts of this form.

**1. Program Outline and Format**

Attach a complete program outline which provides the information below. Promotional flyers may be submitted, but must include information listed under Item 5.

- Descriptive Title
- Duration (date and time)
- Format (i.e. classroom lecture, workshop, hands-on lab, demonstration lab, etc.)
- Educational Method (slide projection with questions, computer aided learning, pre/post query, etc.)
- Global and Session Objectives (See Items 2 & 7.)
- Faculty Name and Topic for each session
- Disclosure of sponsor and funding sources
- Disclosure of any potential COI by faculty
- Description of Course Handouts (if any)

**2. Objectives**

The statement of program objectives shall describe the benefits to be received by the program attendees and identify the specific skills or ability to perform professional functions which will be gained or enhanced by participation in the program. The overall program educational objectives must be clearly listed as part of the program provided in Item 1. Also, each speaker or directed session should have session educational objectives which should be clearly communicated to the speaker or the session moderator as part of the faculty agreement to participate (Form 4A). Session objectives may be included in the program description provided under Item 1 above. A bullet list format is preferred.

### **3. Educational Methods**

Promotional materials shall describe the general pedagogical format and educational methods to be used in the program. The format may be a traditional classroom lecture, workshop, laboratory, etc. The education methods may include slide projection, computer laboratory, question/answer/discussion, handouts, etc.

(Note: Use of copyrighted materials must comply with copyright law. CAMPEP/MPCEC approval of this educational activity is not designed to implicitly assure copyright law compliance.)

### **4. Educational Mission Statement**

The application will include an Educational Mission Statement which specifies the target audience, the kind of educational activity and its scope. These items may also be included in the program description under Item 1 above. The director is required to review the CAMPEP Mission Statement (See Policy and Procedures, Form 1) and agree this educational activity will be conducted in a manner consistent with this policy. (See Director's Statement, Item 13, below.)

### **5. Promotional Materials**

Materials used to promote the program must include:

- Activity Location
- Program Outline
- Format and Educational Methods Description
- Objectives
- Target Audience
- Sources of Support
- CAMPEP approved activity statement and number of MPCEC hours approved by CAMPEP
- Registration Information (When appropriate, include a statement to satisfy the spirit of ADA.)

These items may be included in the program description provided under Item 1 above.

### **6. Needs Assessment and Analysis**

- Describe how the need for the educational activity was assessed and its effect on planning.
- Describe how it has been determined that the proposed educational program will fulfill a documented educational need.
- Document assessment and analysis processes. Examples of documentation include surveys, reports, formal planning committee minutes, standards, government regulations, peer-reviewed literature data.

### **7. Program Director Responsibilities**

Submit his/her biosketch and one for each faculty member

- Communicate with each faculty member the global educational objectives for this activity and establish mutually agreeable educational objectives for his/her session. The session objectives should be formally stated as part of the *Faculty Agreement to Participate* (Refer to Form 4A). If the session objectives are not listed in the program outline provided under Item 1 (global must be listed if they are not inherently obvious), then the session objectives should be submitted as part of an expanded program listing submitted for MPCEC Committee review. Also inform each faculty member that her/his session will be evaluated relative to the session objectives (Refer to Form 4A) and that this evaluation will be privately communicated.
- If any faculty member's biosketch indicates a potential conflict-of-interest or a significant

commercial connection, the individual must complete and sign Form 4A. The character of this potential conflict-of-interest must be disclosed to attendees in conjunction with this individual's on-site participation in the program and in promotional materials.

- Require that faculty obtain appropriate permission statements for use of copyrighted material in handouts and presented material (e.g. presentation of Netter's anatomy illustrations requires purchase of copyrighted slides).
- Review, and when appropriate (e.g. commercial funding of this education activity), complete Forms 5 and 6.
- Submit a Program Director's Report on Form 8.
- Sign the Program Director's Statement (Item 13, below).

## **8. Faculty**

The program director and each faculty member must provide the following biographical information:

- Position Title
- Institution or place of employment
- Education
- Medical physics organization membership
- Board certification
- Commercial affiliation(s) and potential conflict-of-interest(s)
- If other than a qualified medical physicist, a brief summary of experience and publications relating to activities in this program

**The biographical information can be submitted as a faculty list with above information or on the form provided by CAMPEP (e.g. Form 4A or Form 4B), or a NIH biosketch or an equivalent format which does not exceed one page.**

## **9. Sponsorship and Co-Sponsorship**

The ACR, ACMP, AAPM, CCMP/COMP (or Chapters thereof) and CAMPEP accredited graduate programs and residencies can sponsor or co-sponsor MPCEC educational activities and other organizations specifically approved by CAMPEP (Forms 3C & 3NS) may sponsor MPCEC educational activities. Co-sponsoring organizations must attach a letter from an official, such as chairman of an education committee of the co-sponsoring organization which gives formal approval to co-sponsor the program. The letter should describe the relationship and involvement of the co-sponsoring organization in the program.

## **10. Evaluation and Verification of Attendance**

Provide an example evaluation form and describe the method used to verify attendance or participation. All approved activities are required to perform a program or activity evaluation similar to that provided on Form 7A. Speaker evaluation should be performed when appropriate using a form similar to 7B. If you choose to use the CAMPEP sample forms, fill in the program name (7A) and speaker name(s) before returning these forms. Attendee anonymity can be maintained by separating the top part of the program evaluation form (7A) or use an additional program evaluation form without the attendee name to obtain the program evaluation information.

**11. Credits**

State the number of credits being requested for full participation in the program. In general one MPCEC hour will be awarded for each hour of educational activity. When approval is given, include a statement such as “a CAMPEP approved education activity” in program flyers and schedules.

**12. Administrative Fee**

Attach a check for \$210.00 payable to the CAMPEP for reviewing the application and approving the program for MPCEC's. This does not include the \$8.00 fee for individual participant certificates which will be paid after completion of the program.

**13. Program Director's Statement**

The program director must sign the following statement: I have reviewed CAMPEP Policies and Procedures for granting MPCEC hours and, as director of the program described in this application, I certify that the program will be conducted as described and according to the CAMPEP policies and procedures for MPCEC, and that I will verify the attendance of the individual participants for the awarding of MPCEC hours.

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**Signature**

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**Date**

**Mail Completed Application to:**

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