



CCPM Registrar
300 March Road, Suite 202
Kanata, ON K2K 2E2
Canada
Email: Mara@ccpm.ca

Dear Referee:

Thank you for agreeing to act as a reference for an applicant for Fellowship in the Canadian College of Physicists in Medicine (CCPM). Your input is very important and will be kept confidential. Whereas Membership in the CCPM certifies *competence* in medical physics practice, Fellowship implies *excellence* and is only conferred on medical physicists with extensive experience in their field of specialization. As you may know, the candidate will be required to take an in-depth oral examination. The oral examination process is designed to demonstrate the candidate's in-depth knowledge of his/her speciality, and ability to discuss radiation safety, professional and ethical matters as may be required of an expert in the field. The oral examination is a stressful process and is both costly and time consuming for the committee and the candidate. The credentials committee relies to a great extent on the evaluations contained on these forms to ensure that only the most appropriate candidates are accepted for the oral examination. It is thus vital to do more than just "fill in the boxes". The committee functions like an academic promotion committee at a university and requires an insightful evaluation of the candidate as a medical physics professional while performing his/her duties.

The applicant will be sending the original of his/her application to the CCPM and will provide you with a copy and a curriculum vitae. The applicant will also supply a copy of the College By-Laws so that you may reference these in providing your opinion of the candidate.

Please follow the instructions on the Fellowship Applicant Assessment Form. You may substitute a letter on your organization's letterhead instead of completing the "general assessment" section. If the applicant provides you with a PDF version of the form, you may fill in the text and boxes using the *Adobe Acrobat* software available on most personal computers. (You can also obtain the forms from the CCPM web site: www.ccpm.ca under the Certification Section, Application Documents) If you use this method, you may submit the completed form as an e-mail attachment (to the address above), and this will facilitate its distribution to the credentials committee which evaluates the dossiers of applicants. However, please mail a **signed copy** as well to prove that you actually filled out the form. You are welcome to telephone me (613-544-2631 x 6832) if you have any questions or wish to discuss your assessment.

On behalf of the CCPM, I thank you in advance for providing this service to ensure that applicants to Fellowship in the CCPM meet all the requirements for senior medical physicists capable of providing valuable service to their clinics and/or educational institutions. Send your copy of the applicant's application and CV plus the signed assessment form to the above address.

Thank you once again.

Yours sincerely,

Andrew T. Kerr, PhD, FCCPM, P.Eng.
Registrar, Canadian College of Physicists in Medicine