



FELLOWSHIP EXAM DOCUMENTATION REQUIREMENTS

After having been deemed eligible for the Fellowship exam by the credentialing committee or the CCPM Board, candidates will be required to provide additional written documentation to the CCPM Office by the date specified by the Registrar. With the exception of reference letters, all the material listed below must be submitted in a single file (Microsoft Word or Adobe PDF format). Reference letters should be sent by the references directly to the CCPM office. No extensions will be made for late material.

- Overviews of up to two projects/roles in which the applicant has demonstrated significant leadership. A full description of one, primary project is required, but the second project is *optional*.
 1. Projects may be in the realm of clinical physics, research, academics or service. At least one of the submitted projects must be primarily clinical in focus. The table below is meant to help describe the appropriate scope of such work.

	Acceptable	Insufficient
Clinical	Implementation of a newly developed process, technology or technique	Implementation of a well-established process, technology or technique
	Review, redesign and/or improvement of process, technology or technique	Routine clinical service
	Improved methods of measurement / QA	
Research	Overview of research program	Single publication. Participation in a research project without significant leadership
Academic	Curriculum development	Teaching a course
Service	Chair or member on hospital, regional, national, international committee with a significant role in implementing new processes, developing new policies etc.	Regular committee membership

2. For each project, the applicant must:
 - i. Write a **300 word overview** of the project, with particular emphasis on the role of the applicant.
 - ii. Include **up to 4 pages of supporting documentation** on the project. This may include reports, procedures, abstracts, etc.
- The candidate must provide a minimum of 3 letters of review from references who worked closely on the project with the applicant: administrators; radiation oncologists; nurses; radiation therapists; dosimetrists; former physics fellows, residents or students; physics assistants; etc. These letters may be from the same referees as in the credentialing process, but do not have to be. Reference from anyone currently reporting directly to the applicant cannot be accepted. At least one of these letters should come from a professional who is not a physicist, and the letters should together provide a 360° evaluation of the applicant. Letters should include reference to both experience and leadership. Descriptions of the applicant's role in the above projects would be particularly helpful. The required format may be found in the [Fellowship Documents](#) page of the website.
- Please indicate which of the projects will form the focus of the talk in the oral examination.