



APPLICATION PROCESS FOR PART III

Please click on a link below to see the relevant section of this document.
The information in this document (January 15th, 2025) supersedes all previous versions.

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HOW DO I APPLY?

You can only apply for Part III once you have successfully completed Part I, and the appropriate Part II exam for the subspecialty in which you are seeking certification. There is also a minimum 3 month period required between completing the last exam (Part I and/or Part II) and being allowed to take the Part III exam.

- **Before applying or reapplying for an exam, visit the IMPCB web site and ensure that you have the most recent copy of these instructions, as well as updated versions of all forms and documents. Forms are often updated prior to the start of each application period and you may be refused if you submit outdated forms or information.**
- Persons who wish to take the Part III exam should send an email expressing their interest to the IMPCB office (lakelian@gmail.com). The IMPCB office is also the location to direct all inquiries concerning the certification process.
- Upon your expression of interest, you will receive the Responsibilities of Candidates form that you must review, sign, and submit to the IMPCB office. This form describes in greater detail the technical requirements for participation in the exam session and the validation process that must be performed prior to being accepted for the Part III exam.
- IMPCB will advise you of the next available exam sessions once exam dates are posted on the IMPCB website.
- **For the Part III oral examination process please consider whether you can provide an appropriate environment for the exam. Candidates must provide:**
 - a well-lit private room for use during the exam. This implies that no other person other than the candidate will be in the room during that time.
 - A main device (laptop, desktop computer, or large sized tablet) with a webcam, microphone, speaker, and the candidate must be able to use the required software (Zoom) on the device. This is the device you will use to interact with examiners.
 - A second device (cell phone or tablet) with a webcam for monitoring the exam area.
 - Both devices must have access to a stable high-speed internet line of 2 Mbps or faster for upload and download.
- Download the application form:
[IMPCB Part III Application Form and Checklist \(supporting document #2\)](#)
Assemble any other required personal documents as indicated in the checklist.
- Download and complete the exam session selection form (supporting document #2A):
This document will be posted on the [Examinations](#) section on the web site prior to the application period for which applications are being solicited. Please ensure you download the most recent version, specific to the exam session(s) you re applying for.

- Submit all documents including the signed Responsibilities of Candidates form to the IMPCB office (lakelian@gmail.com).
- Use your assigned Candidate Number each time you communicate with IMPCB.
- If you are reapplying for an exam, you will be required to submit at a minimum an updated application form and CV. You may also be required to submit additional documents if the information contained in your previously reviewed documents is incomplete or outdated.
- Payment of exam fees must be made prior to being allowed to sit the exam, according to the current IMPCB fees and payment information available from the [Examinations](#) page of the IMPCB website.

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WHAT HAPPENS AFTER I APPLY?

- **FOR ONLINE EXAMS (ZOOM-BASED):** Carry out the required Zoom test run as indicated in the Responsibilities of Candidates form you are sent. Candidates must successfully complete the process proving they have the necessary tools for undergoing an online oral exam. Please do this step as early as possible. **YOU WILL NOT BE ASSIGNED AN EXAM DATE/TIME UNLESS YOU COMPLETE THIS STEP.**
- Dates and times of the exam session available to candidates will be set by mutual agreement between the IMPCB and the candidate subject to availability. Due to constraints on the number of candidates and examiners, your exam session may not necessarily be on the date listed on the IMPCB web page. You can expect, however, to be examined well before the next Zoom-based exam date listed on the web site.
- Candidates accepted for a specific exam session will receive a letter of acceptance from IMPCB no later than 2-3 weeks before the exam session. If you do not receive such an email by 2 weeks prior to the exam date, contact the IMPCB office (lakelian@gmail.com). **Please acknowledge receipt of the letter.**
- IMPCB staff will email the candidate approximately one week before the exam session to confirm the appointment date and time and to provide the required Zoom link. The email will also contain additional instructions specific to the given exam. After this step, the any fee paid will not be refunded.
- If candidates have any questions prior to the exam, they can direct them to the IMPCB chief examiner, IMPCB CEO or the chief proctor for the examination, contact information for which can be found in the acceptance email received a few weeks before the exam. Candidates must consider that it may take some time to receive a response, so avoid leaving questions to the last minute.

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WHAT HAPPENS AT EXAM TIME?

- The exams will be conducted at the appointed date and time previously agreed to by the candidate. Please be mindful of the time-zones for which the exam times are stated.
- As a reminder about the examination rules, candidates are requested to re-read the agreement document signed at the time of application to Part I. In addition, the candidate must abide by the conditions set out in the Responsibilities of Candidates form.
- For online exams (Zoom based):
 - Candidates are expected to be ALONE during the examination. If there is a second person in the room after the exam starts, the examination will be terminated and will most likely be assessed as a failure.
 - Candidates must ensure that they always remain clearly visible to the examiner via webcam during the examination.
- Prior to starting the exam, candidates will be asked to show their Candidate Number, their name, and the government-issued photo identification document stated in their application. Please ensure you have these ready to be presented before joining the exam session.
- If requested, candidates must also be able to show the acceptance letter received from IMPCB to confirm that they been accepted for the Part III exam.
- Oral exams consist of 5 sessions of approximately 25 minutes each with 5-minute breaks between sessions. The total exam time is approximately 3 hours including the 30-minute orientation session at the start.
- Conditioned oral exams (for candidates having previously failed a single section of the part III exam) consist of 3 sessions of approximately 15 minutes each with 5-minute breaks between sessions. The total exam time is approximately 1.25 hours including a 15-minute orientation session at the start.
- Please note that programmable calculators, and smart watches are NOT allowed. Only non-programmable scientific calculators and conventional analog or digital watches are acceptable in the exam room.
- Candidates will be given further instructions before the exam starts as required.

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WHAT HAPPENS AFTER THE EXAM?

- The exams results are compiled and evaluated by IMPCB.
- You will be notified by the IMPCB office by email of the results of the examination, usually within 1 month. The email will also contain a letter in PDF format formally stating your result (Pass/Fail only).
- For candidates successfully completing part III, you will receive your IMPCB certificate by mail usually within 6 months.

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