



APPLICATION PROCESS FOR PART I / PART II

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

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HOW DO I APPLY?

Before you apply for IMPCB certification, please ensure you meet the requirements of knowledge, skills and expertise expected in the exams as listed in the current [IMPCB Medical Physics Certification Process – Requirements \(RequirementsV10b.pdf\)](#). The training course series documents for Medical Physics offered by the IAEA (TCS 37, 47 and 50) provide additional useful guidance. **Please note that IMPCB only offers certification for individuals where national certification systems are not available.**

- **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 Forms are often updated prior to the start of each application period and you may be refused if you submit outdated forms or information.**
- You can apply for Part I and Part II separately or at the same time if you meet the eligibility requirements for both parts.
- Persons who seek certification by IMPCB should first send an email expressing their interest to apply for certification to the IMPCB office (staff.impcb@gmail.com). The IMPCB office is also the location to direct all inquiries concerning the certification process.
- Upon your expression of interest, you will also receive a Disclosure Form that you must review, sign, and submit with your application. This form also describes in greater detail the requirements for participation in the exam session.
- IMPCB will keep your email on file and advise you of the next application period once exam dates are posted on the IMPCB website.
- For online Part I and Part II written 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 as the exam is virtually proctored (supervised) via web camera.**
 - **A laptop or a desktop computer with built-in or attached webcam, a microphone, speaker, and the candidate must be able to install required software on the computer well before the exam date.**
 - **Cell phones or tablets cannot be used as substitutes for the webcam, microphone or speaker attached directly to the computer.**
 - **The computer must have access to a stable high-speed internet line of 2 Mbps or faster for upload and download.**
- For specific requirements regarding the in-person exams (ex. Trieste, Italy) please refer to the section [SPECIFIC NOTES FOR IN-PERSON EXAMS](#).

- Download the current application form:
[IMPCB Part I / Part II Application Form and Checklist \(supporting document #2\)](#)
Assemble your properly labelled personal documents as indicated in the checklist.
- Download the current exam session selection form,
IMPCB Part I / Part II Exam Session Selection Form (supporting document #2A)
for the specific exam session(s) you are applying for from the [Examinations](#) page of the IMPCB web site. This is where you will select the exam session and time slot.
- Download and complete the [Agreement Document \(supporting document #3\)](#).
- If any of your personal documents do not refer to you by the same name, please download and complete the [Name and Aliases declaration form \(supporting document #16\)](#).
- Applications for part I and/or part II of the exam may be submitted during the application time window indicated on the IMPCB web site for a specific exam session, and prior to the appropriate deadline, by sending this application form and supporting documents to the IMPCB office (staff.impcb@gmail.com).
- The application fee must be submitted to the IMPCB before the application is processed.
- You will be assigned a Candidate Number (CN) if you are accepted as a candidate for the first time. Use this Candidate Number each time you communicate with IMPCB in the future.
- Payment of exam fees must be made prior to being allowed to sit any exam, according to the current IMPCB fees and payment information available from the [Examinations](#) page of the IMPCB website.
- The application process may take some time, especially if any required documents are missing, illegible or require additional translation or interpretation. Please allow yourself enough time when applying to correct any issues with your application. If you do not have a completed file prior to the application deadline, your participation in the specific exam session could be compromised.
- 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. **If your initial application for an IMPCB exam was more than 3 years prior, you will be required to resubmit a complete application including all relevant documents (even if these were previously submitted) and you will need to re-pay the application fee.**

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WHAT HAPPENS AFTER I APPLY?

- Your submitted application will be reviewed by IMPCB.
- 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. **Please acknowledge receipt of the letter.** If you do not receive such an email by two weeks prior to the exam date, contact the IMPCB office (staff.impcb@gmail.com) for more information.
- During the interval between being accepted by IMPCB for a given exam session and the exam date, candidates will receive instructions on how to connect to the webpage of the online exam provider to create a login and/or to verify if that the computer and room requirements are adequate.
- IMPCB will contact candidates approximately one week prior to a given exam session with final details and reminders concerning the exam. Within the last seven days before the exam, any exam fees paid will not be refunded in the case of a cancellation or withdrawal.
- 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 letter. 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.
- Prior to starting the exam, candidates will be asked to show 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 I or Part II exam.
- Candidates must set up their computer and accessories as stated in the Disclosure form and/or as instructed prior to the exam (if any instructions have changed). It is important to verify your computer setup prior to the exam in the same conditions that will be used for the exam (same hardware, software and Internet connection).
- 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 likely be assessed as a failure.
- 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 must ensure that they always remain clearly visible to the remote exam proctor via webcam during the examination.
- Candidates are required to refrain from speaking, mumbling, or reading the questions aloud. This could be interpreted as attempting to communicate with someone else and could lead to having the exam terminated and assessed as a failure.
- 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) of the sections of the exam undertaken.

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SPECIFIC NOTES FOR IN-PERSON EXAMS

- In-person exams are held at ICTP in Trieste, Italy annually for candidates enrolled at ICTP, and sporadically at other sites in conjunction with conferences or events for the benefit of local candidates. To be admitted to these exams, candidates must be eligible according to the conditions published on the IMPCB web site at the time of application to the exam process.
- Please indicate on the application form that you are applying for an in-person exam.
- In-person exams will be taken on either (1) a computer provided by the candidate and meeting all the requirements indicated in the previous sections or, (2) one provided by the facility in the situation where the candidate does not have such a computer. Fast internet access will be provided as well as a suitable exam room. It is up to the candidate to make arrangements with the assigned local proctor prior to the exam if borrowing a computer.
- The exam dates and times are fixed.
- The verification of ID and acceptance letters will be made by the onsite proctor, unlike with other IMPCB online exams. Addition instructions may be given by the onsite proctor. However, the exam itself will be online and the experience will resemble other IMPCB online exams.
- All other conditions given in the previous sections apply to in-person candidates as well.

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