

AMERICAN BOARD OF HEALTH PHYSICS
1313 Dolley Madison Blvd., Suite 402
McLean, VA 22101
(703) 790-1745

INSTRUCTIONS TO APPLICANTS

These Instructions are based on the experience of the Board in evaluating applications and are intended to help the Board make an informed decision on your eligibility for certification. Please read these carefully, and also the specific requirements in the ABHP Prospectus, before completing the application forms. Please note also that if your application and all supporting information are not postmarked by the stated deadline, your eligibility will not be reviewed until the next scheduled application period.

If applying for **Part I only**, you must submit:

- Application for Certification **in duplicate**
- Immediate Supervisor Form **in duplicate**
- Original college transcripts showing degrees awarded & courses taken
- \$50.00 Application Fee

If applying for **Part I and II, or only Part II**, you must submit:

- Application for Certification **in duplicate**
- Immediate Supervisor Form **in duplicate**
- 2 Confidential Professional Reference Forms **in duplicate**
(**Either your Immediate Supervisor or one of your other two references must be a CHP**)
- Radiation Protection Report and completed Cover Sheet
- Original college transcripts showing degrees awarded & courses taken
- \$50.00 Application Fee

Application materials (except for the Radiation Protection Report and Transcripts) are only valid for a two year period.

Completion of the application packet, reference letters, and transcripts are the primary bases for evaluating your qualifications for admission to examination. If your application is incomplete, you will be notified of the deficiency, and the application will not be considered complete until the deficiency is corrected. This could result in your missing the application deadline. Pay special attention to the following:

NOTE: THE COMPLETED APPLICATION, REFERENCE FORMS, AND RADIATION PROTECTION REPORT SENT TO THE BOARD MUST BEAR ORIGINAL SIGNATURES. PHOTOCOPIES OR FACSIMILES WILL NOT BE ACCEPTED.

1. File your application and arrange for references and transcripts as early as possible. The Board will ordinarily credit experience as continuous up to the time of examination, so there is no advantage to you in filing late. Early filing permits transcripts and references to be received and questions to be resolved or additional information submitted, prior to the application deadline. Type or print neatly in black ink so that the application is readable and reproducible, as it is to be filed in duplicate. Be sure you have signed both the original application form and the photocopy. Retain a copy of your application for your records.

2. The Board requires that original transcripts be submitted for each college or university degree that is claimed and should show completion of the degree.
3. Provide specific details on the application form for each of your professional health physics positions to permit the Board to evaluate the level and type of experience for which you claim credit. General statements of experience are insufficient. They must be supplemented by sufficient details and examples to indicate clearly the nature of your responsibilities. For Part II, the Board also requires you to submit a written report, preferably prepared by you alone, as an example of your work.
4. Furnish the Immediate Supervisor and the Confidential Professional Reference forms to your references for direct mailing to the Board. If you are self-employed, a reference from a principal client will satisfy the requirement for the Immediate Supervisor form. In selecting references, use only individuals who have a personal knowledge of the professional character of your work and the degree of responsibility you had in connection with the accomplishment of that work. You should not use anyone as a reference whom you supervise in any manner, nor should you use a relative.

NOTE: Effective with 1999 applications, it is required that at least one of your two professional references or your immediate supervisor be a Board Certified Health Physicist (CHP) who is familiar with your work.

5. Attach the Application Fee (check or money order for \$50.00, U.S. currency) and mail the application and fee to:

ABHP
1313 Dolley Madison Blvd., Suite 402
McLean, VA 22101
(703) 790-1745
6. When your application is approved, the Board will notify you and request payment of the Examination Fee as follows: Part I - \$150.00, Part II- \$200.00.

APPLICATION DEADLINE

January 15 of the year in which the examination is to be taken.

Reminders

- If you are applying for Part I only, complete the entire application form, request an Immediate Supervisor Form to be filed by your supervisor, include your transcripts, and submit with the \$50.00 application fee to the ABHP as shown above.
- If at the time of application, you have not completed your degree but anticipate doing so by June 30, you may apply under the condition that, by October 1 you will submit a final transcript showing the completed degree. Failure to do so will require the Board to void your examination grade and you will be required to reapply should you seek Certification in the future.
- If you are applying for both Part I and Part II or Part II only, complete the entire application form, request an Immediate Supervisor Form to be filed by your supervisor, request two Confidential Professional Reference forms (one of which must be from a Certified Health Physicist), submit a Written Report with a completed Radiation Protection Report form, include your transcripts, and submit with the \$50.00 application fee to the ABHP as shown above.