

Dear Candidates to the SSRMP certification of medical physics,

On behalf of the certification commission of SSRMP (Swiss Society of Radiation Biology and Medical Physics), we briefly want to inform you about the exam procedure.

Attention: all the **communication** from the exam committee is done via **e-mail**. So please make sure that your announced e-mail address is still valid in the year of the exam!

End of May, each candidate who is fulfilling the conditions to sit the exams for the current year will receive an email from the chair of the exam commission, Stephan Klöck, with the application form and an invitation to register for the exams.

The candidates have to register **till 1st of July**. Exact times and places of the exam will be organized in several doodle polls with experts and candidates and communicated **until mid-July**. If you want to postpone your exam to another year, please let us know by e-mail.

ATTENTION: Without receiving any feedback from you, we will not contact you in the following year, and you will be removed from our list of candidates.

Please check whether you still have to submit parts of the following documentation. It has to be done **by July 1st**:

- All annual mentor reports
(candidates with a foreign certification do not have to submit mentor reports)
- The written "diploma work" or equivalent publication - not required in case of a foreign certification or MAS in Medical Physics (ETH)
- A copy of the certificate of attendance of the required radiation protection course
(in case of a foreign radiation protection course, the equivalence to a Swiss course has to be confirmed by BAG)

Whether only an oral exam or a written in addition has to be passed is depending on the qualifications of a candidate: a colleague with a Master of Advanced Studies (MAS) in Medical Physics (ETH), a M.Sc. in medical physics or a certification issued in another country does not have to sit the written exam.

The **fees** have to be paid by the **end of September**. The treasurer will send out payment slips in July. You will receive the topics of the oral exam **at least six weeks prior to your oral exam date**. The written exam will be **at the end of October** and possible dates for the oral exam are **during the first week of November**.

We encourage each candidate to read the new guidelines and exam rules, which can be found directly on the SSRMP website (<http://ssrpm.ch/certification-for-medical-physicists/rules/>).

On behalf of the certification commission of SSRMP,

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