

RPA 2000 General Documents**G2: Information for Applicants seeking Certification or Renewal of Certification under any RPA 2000 Competence Certification Scheme****Table of Contents**

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1 THE RPA 2000 COMPETENCE CERTIFICATION SCHEMES

1.1 Introduction

- 1.1.1 RPA 2000 operates several different certification schemes. The technical details vary from scheme to scheme, but this document outlines the administrative procedures and requirements that are common to all the Schemes.
- 1.1.2 An up-to-date list of currently available Schemes, and the associated documents, can be found on the RPA 2000 website [www.rpa2000.org.uk] together with an indication, if relevant, of other Schemes that are currently under development or consideration.

1.2 Information and documents required by applicants seeking initial certification

- 1.2.1 As a minimum, the applicant will require an Application Form and the “Instructions for the creation of the Portfolio of Evidence” that are relevant to the type of certification that is sought. These documents may be downloaded from the RPA 2000 website.
- 1.2.2 Applicants may also wish to refer to the RPA 2000 Operating Procedures (Document G1), where there is information relating to all aspects of RPA 2000 certification.

1.3 Information and documents required by applicants seeking renewal of their certification

- 1.3.1 As a minimum, the applicant will require the relevant renewal application form and associated Instructions for the Renewal of the certification that is to be renewed. This may be downloaded from the RPA 2000 website. Note that there is not currently a scheme for renewal of MPE certification.
- 1.3.2 Applicants may also wish to refer to the RPA 2000 Operating Procedures (Document G1), where there is information relating to all aspects of RPA 2000 certification.

2 RPA 2000

2.1 The RPA 2000 Management Board

- 2.1.1 The Board of RPA 2000 is constituted in accordance with the Memorandum and Articles of Association, is responsible for:
- the production, issue and review of operating procedures;
 - monitoring and reviewing the operation of the scheme;
 - appointing a pool, including the secretary to that pool, of suitably qualified persons to assess and adjudicate on applications for certification;
 - ensuring that alleged failures to meet the necessary standards of competence are investigated and appropriate action taken;
 - appointing a panel to investigate appeals and deciding the outcome of these appeals;
 - maintaining a register of all certificate holders and associated records;
 - financial control including the setting of fees;
 - submitting an annual report to HSE and the Societies.
- 2.1.2 The Board appoints, normally from among the membership of participating societies, a Pool of Assessors to examine applications for certification and renewal of certification. Assessors

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will be persons of appropriate experience in the participating Societies, and in the profession in general, having collectively a wide knowledge of fields of work involving ionising and other radiations and should have significant experience in a senior position closely associated with radiation protection. Each assessor will normally hold a current certificate in the field of work for which they undertake assessments. Assessors are appointed for renewable periods of three years and the Board maintains a minimum number of assessors to meet ongoing requirements. The Board will appoint an Assessment Secretary for each Certification Scheme, who shall be a Member of the Board. For each application the Assessment Secretary shall be responsible for selecting an Assessment Panel of suitably experienced Assessors to adjudicate on the application.

- 2.1.3 RPA 2000 is non-profit making and self-supporting. Fees charged to are set at a level that will recover any costs. They are reviewed at least annually, and details can be found in Section 7 of this document.

3 CERTIFICATION

- 3.1. Certification is open to all individuals practicing in the UK. Practitioners outside the UK can apply for certification, but their knowledge and practical competence must relate to relevant UK legislation and standards.
- 3.2. A certificate is normally valid for five years, before the end of which time the holder can apply for renewal. Renewals will normally run consecutively from the date of expiry of the current certificate, subject to certain conditions. See the Operating Procedures (document G1) for further details. Please note that the ongoing recognition of MPEs may not follow this scheme of renewal.

4 APPLICATION PROCEDURE

- 4.1 Applicants for initial certification must submit a Portfolio of Evidence designed to demonstrate to assessors that they have provided sufficient evidence to satisfy the requirements for core competence as set out in the instructions for the creation of the Portfolio of Evidence for the type of certification that is being sought. Portfolios of Evidence must observe these instructions since no other construction of a portfolio is acceptable to RPA 2000. Portfolios that do not closely adhere to these instructions will be returned to applicants.
- 4.2 Applicants for renewal of certification must provide sufficient evidence to support the requisite number of appropriate 'points' as defined in the instructions for renewal of certification relevant to the type of certification that is to be renewed. Applicants must use the appropriate re-certification scheme (RCS), since no other form of application for renewal is acceptable to RPA 2000.
- 4.3 Applicants are responsible for the timing of their renewal application, which should normally be submitted to RPA 2000 between 6 months and 3 months prior to expiry of their current certificate. Information is provided in the Operating Procedures (document G1). Further, more detailed, guidance on this topic and on the consequences of the failure of applicants to meet timescales for the renewal of certification can be found in Guidance Document No.2.

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(document GD2).

5 ASSESSMENT PROCEDURE

- 5.1 Assessment of applications for certification will be by peer review by a panel of three RPA 2000 Assessors for initial certification and by two Assessors for renewal. Assessors will be appointed by RPA 2000 although applicants may draw the attention of RPA 2000 to any matters of potential conflict of interest, which might be thought to influence the choice of appropriate assessors. Similarly, before accepting a portfolio for assessment, Assessors must inform the Assessment Secretary if they identify any potential conflicts of interest.
- 5.2 The information the Applicant provides will be sent to a Lead Assessor who will co-ordinate with the Support Assessor(s) and come to a view regarding competence. All Assessors must agree in order for a Certificate to be awarded.
- 5.3 The Panel may seek further information from the Applicant (but not more than twice) in order to reach a view on competence.
- 5.4 Applicants will be given a date by when any further information must be supplied. Strict conditions apply to the timely provision of such further information and these can be found at Section 5.7 of the Operating Procedures (Document G1). Further, more detailed, guidance is given in Guidance Document No.3 (Document GD3).
- 5.5 The Assessors will observe confidentiality in respect of all material submitted. However, for compliance with GDPR and in cases where commercial and source security apply, the Applicant should redact their evidence accordingly.
- 5.6 If an Applicant wishes to appeal against the decision of the Assessors, they should do so by following the Assessment Appeals Procedure (Document G6).

6 TIMESCALES TO COMPLETE ASSESSMENTS

- 6.1 RPA 2000 aims to process applications for initial certification within 3 months of receipt, but in any case within 6 months, unless extra information is required from the candidate. Should such extra information be required, the timescale for completion of the assessment will be extended by the number of days taken to receive this extra information.
- 6.2 RPA 2000 aims to process applications for renewal of certification within 3 months of receipt of the application. Provided a complete application is received more than 3 months prior to expiry of the current Certificate, RPA 2000 is able to extend the validity of the current Certificate if the application is not processed in time.

7 FEES

- 7.1 RPA 2000 recovers its operating costs by charging a fee for applications for initial certification and renewal. As the Association of University Radiation Protection Officers, the Institute of Physics and Engineering in Medicine and the Society for Radiological Protection initiated the certification scheme, and support RPA 2000, for the benefit of their members, applicants who are members of one or more of these three bodies are charged a lower fee than non-members.

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7.2 Each Certification Scheme operated by RPA 2000 has the same fee for initial certification and the same fee for renewal, where applicable.

7.3 Full details about all fees can be found on the RPA 2000 website at: <http://www.rpa2000.org.uk/about-rpa-2000/fees/>.

8 CODE OF TECHNICAL CONDUCT

8.1 RPA 2000 has a Code of Technical Conduct with which all holders of a Certificate of Competence issued by RPA 2000 agree to comply as a condition of being awarded their certificate. Failure to comply with this Code will trigger an investigation under the RPA 2000 Complaints and Disciplinary Procedure.

8.2 The Code of Technical Conduct is available on the RPA 2000 website as Document G4, and the Complaints and Disciplinary Procedure as Document G5.

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