##### RPA 2000

## The Competence Certification Schemes

##### document LPA3

##### THE Renewal of LPA certification scheme (LRS)

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August 2016

PART A. Instructions

##### A1. Background

Laser Protection Adviser (LPA) certificates awarded by RPA2000 indicate that the individual has satisfied the assessing body that he or she possesses the core competence needed to be an LPA. A certificate is valid for no more than five years. The LPA certificate may be renewed at intervals not exceeding five years. The purpose of the recertification scheme is to assess that LPAs who already hold an RPA2000 LPA certificate have kept up to date with developments in the field, are aware of relevant technological advances, and have maintained their competence, so that their certificate can be renewed.

To achieve re-certification, LPAs must provide suitable evidence to show that they have kept their knowledge and experience of laser protection legislation and standards up to date, and are aware of advances in technology and applications relevant to laser safety practices. The intention is to minimise the amount of effort required to gain re-certification.

##### A2. Participation in the LRS

Participation in the LRS involves identifying work, update, professional and training activities that have contributed or positively demonstrate that the applicant has maintained:

* ***a clear understanding of the role of an LPA****;*
* ***detailed understanding of laser standards and guidance relevant to the fields of application for which the applicant is seeking recertification;***
* ***understanding of current developments in laser safety standards;***
* ***detailed appreciation of operational requirements for laser safety;***
* ***general awareness of advances technology and applications relevant to their field****.*

In particular, the LRS places significant emphasis on practical experiences of LPA work. Participation in the LRS requires the maintenance of a record of qualifying work activities and the corresponding points gained over a five-year period. Part B of this document has been designed to structure applicants’ evidence and to record their qualifying points.

##### A3. Appropriate work activities

Experience has shown that applicants welcome detailed advice on acceptable activities and their LRS points value. Consequently, Part B of this document provides a schedule of work activities that would be acceptable to RPA 2000 assessors, together with their corresponding points value. **This schedule is not intended to be exclusive and applicants may include any other work activities that they regard as appropriate.** The applicant should evaluate such activities in a manner that is consistent with the points allocated to the identified activities.

The identified work activities are separated into two categories:

* ***Category 1 : Learning based activities***
* ***Category 2 : Competence based activities***

##### A4. LRS record and application for re-certification

***A4.1 Evidence***

All claims for qualifying points must be supported by some form of evidence. The sort of evidence that should be submitted may be along the following lines:

* Training course programmes, with the applicant’s participation simply highlighted (eg as a student, lecturer or organiser) and, preferably, an attendance certificate.
* Short, simple extracts from reports, documents, etc, identifying the applicant’s role.
* Brief descriptions of one-off activities, with a brief justification for the points claimed

More detailed guidance will be found in each of the tables in Part B.

##### *A4.2 Qualifying points*

##### To achieve re-certification, the applicant must demonstrate, to the satisfaction of RPA 2000 assessors, the acquisition of *at least 50 appropriate LRS points* over the range of work, update and training activities. The only stipulations are *at least 5 points are gained from category 1, and not more than 30 points from Category 2.5.*

##### Applicants *are advised* to submit evidence in support of greater than the minimum 50 points required to gain re-certification and a target of 60 points is suggested. The advantage of this is that it should enable assessors to award re-certification without further reference to the applicant, even if they have cause to question the validity of some of the points that are claimed.

Only points gained within the five-year period of participation in the LRS can count towards re-certification. ***Surplus points*** cannot be carried forward to the following five-year period.

***A4.3 Period of participation in LRS***

The ***five-year period of participation in the LRS*** should be scheduled to end six months prior to the end of the applicant’s current certificate of competence. This should allow adequate time for the applicant to complete the LRS record, submit it to RPA 2000 and for RPA 2000 to assess the application and either to issue a new certificate or take up any necessary enquiries with the applicant. To ensure that certification is not allowed to elapse, ***applications for re-certification*** must be received by RPA 2000 ***not later than 3 months*** prior to the expiry date of the current certificate, but preferably as soon as possible after LRS participation has been completed.

***To facilitate the introduction of the LRS***, applications for re-certification submitted before January 2008 can be granted on the basis of 40 LRS points gained over a maximum period of 4 years, although candidates should submit evidence for a target of 50 points. Once established, a five-year cycle should continue without complication until the LPA retires from such work.

***A4.4 Authentication of application***

The application must be authenticated (signed) by a suitable person. In the case of employed persons this will generally be their line manager or another work colleague with good knowledge of their work. In the case of self-employed persons, applications should be authenticated by a person who is acquainted with their work and who is a current member of one of the constituent societies of RPA 2000 (ie currently AURPO, IPEM, IRP and SRP).

**PART B. Evidence, Guidance and Points Record**

**B1. Introduction**

LRS points can be gained from evidence that shows you have continued involvement in laser safety and demonstrated that you have kept your knowledge up to date. Appropriate activities are grouped under two categories:

* **Category 1 : Learning based activities (at least 5 points)**
* **Category 2 : Competence based activities (not more than 45 points)**

Applicants are advised to submit evidence in support of greater than the minimum 50 points required to gain re-certification and a target of 60 points is suggested.

Under ***Category 1 activities***,many applicants are likely to find that evidence in the form of private study of new standards and guidance, and relevant examples of learning from within their workplace experience will be the preferred route, but this may be supplemented by LPA updates and lectures on laser safety and technology at laser conferences or RPA update meetings.

Under ***Category 2 activities***, applicants who spend a significant amount of time directly on LPA work will gain 30 points under sub-category 2.5, with more from sub-category 2.2. Applicants who are not so directly involved in day to day LPA work would be expected to gain points from elsewhere within category 2.

**B2. General Guidance**

***B2.1 Your LRS record and re-certification application***

The LRS should be downloaded from the RPA 2000 web-site. You should then decide whether to maintain an electronic or hard copy record of your points accumulation and the associated evidence. When you apply for re-certification RPA 2000 requires you to submit ***hard copies*** of:

* The completed application form (Part C of this document), and
* A full record of all the points claimed (Sections B3, B4 and B5 of this document), with each claim supported by appropriate evidence.

***B2.2 Using the LRS***

1. The points stated for an ‘event’ in the following Tables are the maximum that may be claimed. The actual value claimed should be based on the your own judgement of the value of the ‘event’ in maintaining and/or strengthening your continuing competence to act as an LPA.
2. The tables at sections B3 and B4 contain a comprehensive range of identified work activities that would be acceptable to RPA 2000 assessors, together with suggested points values. Individual applicants should use as many or as few of the identified work activities as are relevant to their applications.
3. Laser Protection Adviser Certification applies to specific fields of application. The evidence provided should show some elements relating to each field for which certification is held. You should mark evidence relating to particular fields by means of a letter in brackets at the end of the line in the ‘Events’ column (M – Medical, I – Industrial, R- Research, E – Entertainment, D – Defence, C – Communication).
4. If you require your certification to be extended to another field, then you must both show proof of knowledge relating to the basic syllabus elements for the newly claimed field and provide sufficient evidence to demonstrate your competence in that field. This will require more evidence than would normally be submitted for recertification.
5. The identified work activities are intended as examples and other activities may be included, in which case you should evaluate the points appropriate to each additional activity, using the existing examples as a guide.
6. When selecting the work activities that contribute to your LRS points total, please aim to be selective and submit those for which you have the strongest evidence.
7. In the Tables of Part B, the number of entries available for items of evidence has been limited to keep each table to a single page. Should you have more items than fit a table, please simply add a continuation table and follow on sequentially with the reference numbers of each item.
8. In all the Tables of Part B, the shaded columns are intended for use by the assessor and should be left blank by the applicant.

***B2.3 Managing your participation in the LRS***

1. Plan the preparation of your LRS so that the five-year period ends six months before the expiry date of your current Certificate of Competence (but see Section A4.3 for your first re-certification application).
2. Ensure that your application for re-certification reaches RPA 2000 at least 3 months prior to the expiry date of your current certificate. If you do this and there are any delays in the assessment process, it may be possible for RPA 2000 to extend your current certificate for a short period.
3. Pre-plan your programme for achieving sufficient points to gain re-certification. Ideally you should have a broad overall plan for the five years, with more detailed plans for the coming twelve month period.
4. Compile your LRS record over the full five years of your participation in the scheme.
5. Review of your progress within the LRS is recommended at twelve-month intervals, with the outcome influencing your detailed plan for the coming twelve-month period. Ideally this should form a part of your annual staff review.
6. Please make notes if you experience any problems with the LRS and feed this information back to RPA 2000, together with any suggestions for improvements.

**B3. Points Record for Learning Based Activities [Category 1.1]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attendance or presentations at national/international conferences / update courses / workshops related to laser safety standards and guidance, or technology and techniques, or ideas and experiences related to implementation of laser safety (eg those organised by BMLA, IPEM, NRPB , AURPO and SRP).** | | | | | |
| Basis and maximum allowable points | | ***1 point per hour*** of relevant content for course attended.  ***1 point per 10 minutes for first presentation*** of a talk or lecture. No points for subsequent presentations of the same lecture. | | | |
| Example of suitable evidence | | Course programme and certificate of attendance or list of attendees.  Lecture plan or Power Point presentation for talks given. | | | |
| **Points record for sub-category 1.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.1 A |  |  |
|  |  | | 1.1 B |  |  |
|  |  | | 1.1 C |  |  |
|  |  | | 1.1 D |  |  |
|  |  | | 1.1 E |  |  |
|  |  | | 1.1 F |  |  |
|  |  | | 1.1 G |  |  |
|  |  | | 1.1 H |  |  |
|  |  | | 1.1 I |  |  |
|  |  | | 1.1 J |  |  |
|  |  | | 1.1 K |  |  |
|  |  | | 1.1 L |  |  |
| **Total points claimed for sub-category 1.1** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.1** | | | | |  |

**The items of evidence for Category 1.1** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number in the top right hand corner of each item of evidence. **B3 (continued). Points Record for Learning Based Activities [Category 1.2]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Private study, active participation in distance learning packages or internet discussion groups and other learning opportunities that present themselves.** | | | | | |
| Basis and maximum allowable points | | ***1 point per hour*** of relevant content. | | | |
| Example of suitable evidence | | Reference for article studied, with a brief synopsis of information gained.  Simple form of proof of participation in discussion groups. | | | |
| **Points record for sub-category 1.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.2 A |  |  |
|  |  | | 1.2 B |  |  |
|  |  | | 1.2 C |  |  |
|  |  | | 1.2 D |  |  |
|  |  | | 1.2 E |  |  |
|  |  | | 1.2 F |  |  |
|  |  | | 1.2 G |  |  |
|  |  | | 1.2 H |  |  |
|  |  | | 1.2 I |  |  |
|  |  | | 1.2 J |  |  |
|  |  | | 1.2K |  |  |
|  |  | | 1.2L |  |  |
| **Total points for sub-category 1.2** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.2** | | | | |  |

**The items of evidence for Category 1.2** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number in the top right hand corner of each item of evidence.**B4. Points Record for Competence Based Activities [Category 2.1]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Providing advice to management and/or users of lasers.** | | | | | | |
| Basis and maximum allowable points | | ***Up to 5 per item for*** ***‘Novel advice’,*** whichmeans advice on a topic that the applicant has not previously encountered in relation to use of lasers.  ***Up to 3 per item for*** ***‘Established advice’***, whichmeans advice given to an employer on a topic that the applicant has previously encountered, but not in relation to that specific employer. | | | | |
| Example of suitable evidence | | | A copy of the actual advice provided or a synopsis of that advice, whichever is more convenient. This may take the form of sections from inspection reports, specifications for new facilities, etc. | | | |
| **Points record for sub-category 2.1** | | | | | | |
| ***Date*** | ***Event*** | | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | | 2.1 A |  |  |
|  |  | | | 2.1 B |  |  |
|  |  | | | 2.1 C |  |  |
|  |  | | | 2.1 D |  |  |
|  |  | | | 2.1 E |  |  |
|  |  | | | 2.1 F |  |  |
|  |  | | | 2.1 G |  |  |
|  |  | | | 2.1 H |  |  |
|  |  | | | 2.1 I |  |  |
|  |  | | | 2.1 J |  |  |
| **Total points claimed for sub-category 2.1** | | | | |  |  |
| **Total points awarded by assessor for sub-category 2.1** | | | | | |  |

**The items of evidence for Category 2.1** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

#### Please enter the Reference Number in the top right hand corner of each item of evidence.

#### B4 (continued). Points Record for Competence Based Activities [Category 2.2]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Preparation and revision of laser safety documentation, including laser safety policies, local rules and risk assessments.** | | | | | | |
| Basis and maximum allowable points | | ***Up to 5 per item for*** ***new documents of several pages,*** into which you have had a major input.  ***Up to 3 per item for*** ***revision of previous document,*** into whichyou have had a major input.  ***1 for advice on content*** of new document prepared by others. | | | | |
| Example of suitable evidence | | | A copy of the document with correspondence or E-mails showing your involvement. | | | |
| **Points record for sub-category 2.2** | | | | | | |
| ***Date*** | ***Event*** | | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | | 2.2 A |  |  |
|  |  | | | 2.2 B |  |  |
|  |  | | | 2.2 C |  |  |
|  |  | | | 2.2 D |  |  |
|  |  | | | 2.2 E |  |  |
|  |  | | | 2.2 F |  |  |
|  |  | | | 2.2 G |  |  |
|  |  | | | 2.2 H |  |  |
|  |  | | | 2.2 I |  |  |
|  |  | | | 2.2 J |  |  |
| **Total points claimed for sub-category 2.2** | | | | |  |  |
| **Total points awarded by assessor for sub-category 2.2** | | | | | |  |

**The items of evidence for Category 2.2** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number in the top right hand corner of each item of evidence.

#### B4 (continued). Points Record for Competence Based Activities [Category 2.3]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authorship of papers relating to laser safety**  This category would include papers produced for in-house magazines or newsletters. The papers should provide the evidence that you are up to date with standards and guidance, and development of operational laser safety techniques. | | | | | |
| Basis and maximum allowable points | | ***Up to 5 per item for*** ***‘Novel content’,*** which means writing a new article or giving a presentation about a topic that the applicant has not encountered on any previous occasion.  ***Up to 3 per item for*** ***‘Established content’,*** whichmeans writing about a topic that the applicant has previously addressed, but in a different context. | | | |
| Example of suitable evidence | | A copy of the actual paper or a synopsis of it, whichever is most convenient. | | | |
| **Points record for sub-category 2.3** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.3 A |  |  |
|  |  | | 2.3 B |  |  |
|  |  | | 2.3 C |  |  |
|  |  | | 2.3 D |  |  |
|  |  | | 2.3 E |  |  |
|  |  | | 2.3 F |  |  |
|  |  | | 2.3 G |  |  |
|  |  | | 2.3 H |  |  |
|  |  | | 2.3 I |  |  |
|  |  | | 2.3 J |  |  |
| **Total points claimed for sub-category 2.3** | | | |  |  |
| **Total points awarded by assessor for sub-category 2.3** | | | | |  |

**The items of evidence for Category 2.5** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number in the top right hand corner of each item of evidence.

#### B4 (continued). Points Record for Competence Based Activities [Category 2.4]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lecturing on topics related to laser safety on local courses** | | | | | |
| Basis and maximum allowable points | | ***5 per hour for*** ***‘Novel content’,*** which means lecturing on a topic that the applicant has not lectured about on any previous occasion.  ***3 per hour for*** ***‘Established content’,*** whichmeans lecturing on a topic that the applicant has talked about before, but which is addressed in a different context or where significant changes have been made to the content of the lecture. In the latter case evidence should be provided to justify the points claimed.  ***No points*** for subsequent presentations of the same lectures. | | | |
| Example of suitable evidence | | A copy of the lecture plan with an indication of the preparation time.  Copies of Power point presentations may be appropriate. | | | |
| **Points record for sub-category 2.4** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.4 A |  |  |
|  |  | | 2.4 B |  |  |
|  |  | | 2.4 C |  |  |
|  |  | | 2.4 D |  |  |
|  |  | | 2.4 E |  |  |
|  |  | | 2.4 F |  |  |
|  |  | | 2.4 G |  |  |
|  |  | | 2.4 H |  |  |
|  |  | | 2.4 I |  |  |
|  |  | | 2.4 J |  |  |
| **Total points claimed for sub-category 2.4** | | | |  |  |
| **Total points awarded by assessor for sub-category 2.4** | | | | |  |

**The items of evidence for Category 2.4** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number in the top right hand corner of each item of evidence.

**B4 (continued). Points Record for Competence Based Activities [Category 2.5]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Routine Laser Protection Advice as an LPA . The continued provision of routine LPA advice is an essential part of maintaining and consolidating competence and the points available for this sub-category are intended to reflect this. Other sub-categories reflect more readily identifiable work activities. | | | | | |
| Basis and maximum allowable points | The points should be based on the number of lasers that the applicant acts as LPA for, up to a maximum of 30. 1 point can be claimed for each Class 4 or 3B laser, but not more than 5 points for the same type of laser used for similar applications, e.g. Nd:YAG lasers in Ophthalmology Depts. | | | | |
| Example of suitable evidence | A list of companies, departments, organisations, establishments and the types of laser involved and confirmatory letters or cross reference to documents contained elsewhere in the CPD record | | | | |
| **Points record for sub-category 2.5** | | | | | |
| ***Department*** | | ***Laser Type*** | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | |  | 2.5 A |  |  |
|  | |  | 2.5 B |  |  |
|  | |  | 2.5 C |  |  |
|  | |  | 2.5 D |  |  |
|  | |  | 2.5 E |  |  |
|  | |  | 2.5 F |  |  |
|  | |  | 2.5 G |  |  |
|  | |  | 2.5 H |  |  |
|  | |  | 2.5 I |  |  |
|  | |  | 2.5 J |  |  |
|  | |  | 2.5 K |  |  |
|  | |  | 2.5 L |  |  |
|  | |  | 2.5 M |  |  |
|  | |  | 2.5 N |  |  |
| **Total points claimed for sub-category 2.5** | | | |  |  |
| **Total points awarded by assessor for sub-category 2.5** | | | | |  |

**List may be continued on a separate sheet, up to a maximum of 30 points**.

Evidence, which may take the form of letters to or from a selection of organisations, should be filed behind this page.

#### B4 (continued). Points Record for Competence Based Activities [Category 2.6]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Managerial and professional laser related activities.**  This sub-category recognises that many more senior members of the profession, provide advice, guidance and support, relating to laser technology, applications and safety, through professional, managerial and educational responsibilities and functions. Such staff would be expected to retain some direct LPA responsibilities and consequently would be expected to also claim some points under sub-category 2.5. | | | | | |
| Basis and maximum allowable points | | Managerial duties related to laser safety can be claimed at the rate of ***0.5 points per year*** for ‘average hour’ per week spent each year.  Serving on professional committee dealing with laser safety issues might justify ***1 point per year***.  Duties as a national assessor can be claimed at ***1 point per year***.  Examination of trainee portfolios, a PhD, MSc or other thesis relating to laser technology, applications and/or safety ***up to 3 points*** can be claimed. | | | |
| Example of suitable evidence | | A brief synopsis of managerial responsibilities and functions with specific reference to subordinate staff who operate as LPAs. Record of ref. Nos. of LPA candidates assessed. Précis of critique of thesis. | | | |
| **Points record for sub-category 2.10** | | | | | |
| ***Date(s)*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.6 A |  |  |
|  |  | | 2.6 B |  |  |
|  |  | | 2.6 C |  |  |
|  |  | | 2.6 D |  |  |
|  |  | | 2.6 E |  |  |
|  |  | | 2.6 F |  |  |
|  |  | | 2.6 G |  |  |
|  |  | | 2.6 H |  |  |
|  |  | | 2.6 I |  |  |
| **Total points claimed for sub-category 2.6** | | | |  |  |
| **Total points awarded by assessor for sub-category 2.6** | | | | |  |

**The items of evidence for Category 2.6** activities should be filed behind this page. Applicants are asked to follow the reference number system already incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number in the top right hand corner of each item of evidence.

**B5. Summary of points claimed for Learning and Competence Based Activities**

***[The following Table should be compiled at the end of the period of participation in the LRS].***

|  |  |  |
| --- | --- | --- |
| **Period of Participation in LRS:** | **From:** | **To:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| 1.1 | Attendance at national/international sessions / courses / workshops / presentations or giving presentations |  |  |
| 1.2 | Private study and other learning opportunities. |  |  |
|  | **Total points claimed for Category 1** |  |  |
|  | **Total points agreed by assessor for Category 1** |  |  |

**Note that not less than 5 points can be claimed for Category 1 activities.**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 | Providing advice to management and/or users of lasers. |  |  |
| 2.2 | Preparation and revision of laser safety documentation. |  |  |
| 2.3 | Authorship and/or presentation of papers relating to laser safety. |  |  |
| 2.4 | Lecturing on topics related to laser safety on local courses |  |  |
| 2.5 | Routine Laser Protection Advice as an LPA . |  |  |
| 2.6 | Managerial and professional laser related activities. |  |  |
| **Total points claimed for Category 2** | |  |  |
| Total points agreed by assessor for Category 2 | |  |  |

**Note that not more than 45 points can be claimed for Category 2 activities.**

**PART C.**

**APPLICATION FORM**

***This form is to seek***

***a renewed Certificate of Core Competence***

***to act as a Laser Protection Adviser***

**Instructions for the Applicant:**

* Complete your LRS Points Record, including the summary sheet [Section B5 on page 15].
* Ensure that an appropriate item of evidence accompanies and is referenced to each claim for LRS points, also that it is correctly filed [sections B3 and B4].
* Ensure that you have correctly claimed a sufficient number of LRS points to support your application to renew your certificate of Core Competence, ie
* a total of at least 50, but preferably 60 points; and
* at least 5 gained from Category 1.

***Please enter the actual number of points that you have claimed under the second bullet at Section III of this application form.***

* Complete sections I, III and, if appropriate, IV of this Application Form.
* Ask a suitable person (see Section A4.4) to complete the Authentication at Section II of this Application Form.
* Preferably take a copy of all the material that you are sending to RPA 2000.
* Send the completed Parts B and C of the LRS to:

|  |  |
| --- | --- |
| **RPA 2000 Administrative Office**  **DS009, Dartington Hall**  **DARTINGTON**  **Devon, TQ9 6EN** | **Tel : 01803 866743**  **Fax : 08442 724892**  **email :** [**admin@**](mailto:admin@)**rpa2000.org.uk** |

***to arrive at least 3 months prior to the expiry date of your current Certificate.***

**NOTE that if you intend to seek a further renewal of your Certificate of Core Competence in five years time, you should immediately commence a new LRS record by downloading the blank pages of the LRS from the RPA 2000 web-site.**

1. **Applicant’s Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | Title: |  |
| Other names: |  | | | |
| Business address: |  | | Business Tel. No: | |
| Business email address: |  | | | |
| Correspondence Address (if different): |  | | Tel. No: | |
| email address: |  | | | |
| In respect of your existing RPA 2000 LPA certificate, please give: | | The reference number of the certificate: |  | |
| The date of expiry of the certificate: |  | |
| Any other relevant information: | |  | | |

**II. Authentication**

I certify that I have examined the LRS Record and Associated Evidence being submitted by the applicant and that it truly reflects the nature and extent of his/her work over the period covered by the LRS. I also certify that I know of no reason why the applicant would be unsuitable to continue to act as a laser protection adviser.

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Job Title: |  | |
| Business or other address: |  | |
| Are you a certificated LPA? | Yes/No | |
| Your relationship to the applicant: |  | |
| If your relationship to the applicant is other than through a line management chain, are you a current member of AURPO, IPEM, IRP or SRP? | | Yes/No |
| If Yes, which: |

Signed………………………………………………. Dated……………………………………….

**III. Declaration by applicant:**

* I certify that the information and evidence supporting this application are complete and correct.
* I certify that I have submitted appropriate evidence in support of at least 50 LRS points, ***namely*** ………points for Category 1 activities and ……… points for Category 2 activities.
* I consent\*/do not consent\* to my name being added to the list of certificated LPAs and disclosed, by RPA 2000, to bona fide enquirers seeking details of potential LPAs. If I have consented, I also accept that this list of certificated LPAs will be made available on the SRP and associated web-sites.
* I have\*/have not\* completed Section IV of this Form giving those work areas within which I am appropriately experienced and willing to provide LPA Advice.
* I understand that my LRS Points Record and Associated Evidence **will not** **be returned** to me ***(applicants are strongly advised to keep their own copy of this application form and all the material that accompanies it).***
* This application has been properly authenticated at Section II.
* I acknowledge that further evidence could be requested by RPA 2000 and undertake to supply this by not later than the specified date (about 65 days from the request).
* If I do not supply any requested further evidence by the specified date, I acknowledge that my application for re-certification will be terminated and my application fee forfeited.
* I fully acknowledge and accept all the conditions and implications contained in the ‘RPA 2000 Code of Technical Conduct’, which can be found at Section 8 of the RPA 2000 Operating Procedures (RPA 2000 Document G1).
* I enclose the necessary fee, namely £………. (please complete).

(The fee for renewal of certification, can be found on the RPA 2000 web-site).

**Cheques should be made payable to RPA 2000. Credit cards cannot be accepted.**

***\* Please delete, as applicable.***

***Signature of Applicant………………………………………….***

***Date of Application……………………………………………...***

**PLEASE BE AWARE : *We regret that if any of the above items are either missing, incomplete or incorrect, it is likely that everything will be returned to you for rectification.***

# IV. Areas of experience of LPA Certificate Holders

On the following Table please tick those work areas within which you are appropriately experienced and for which you hold a current LPA certificate and provide LPA Advice. Indicate any other field for which you wish to apply for an extension of your certificate.

|  |  |  |
| --- | --- | --- |
| **Work Area** | **Current certificate applies** | **Extension for new certificate** |
| Medical |  |  |
| Industry |  |  |
| Telecommunications |  |  |
| Entertainment |  |  |
| Research and teaching |  |  |
| Defence |  |  |