***RPA2000* RPA3**

**THE Competence Certification Schemes**

**RADIATION PROTECTION ADVISER CERTIFICATION SCHEME**

**RPA3: Application for the Renewal of RPA Certification**

**Notes:**

* Before completing this form, please read document RPA4: “Instruction and Guidance for the renewal of RPA Certification”
* **Use BLACK INK** or **TYPE to complete the form.**

**Instructions:**

1. Complete your Points Record, including the two summary tables 4.1 and 4.2, in Part 4.
2. Ensure that an appropriate item of evidence accompanies, and is referenced to, each claim for points: evidence should be correctly compiled.
3. Ensure that you have claimed at least 100 points to support your application to renew your RPA Certificate of Competence, subject to the following criteria:

* at least 25 points must be gained from Category 1, and
* at least 25 points must be gained from Category 2.

1. It is advisable to provide evidence in support of some 100+ points in case there is a question over the validity of some of your claims: 125-150(max) is recommended.
2. Complete sections 1 and 3 of this Application Form with your details and details of the number of points you have claimed.
3. Ask a suitable person to complete Part 2. “Authentication by Referee”.
4. Send this form and the completed Points Record to:

|  |  |
| --- | --- |
| **RPA 2000 Administrative Office**  **DS009, Dartington Hall**  **DARTINGTON**  **Devon, TQ9 6EN** | **Tel: 01803 847993**  **Email:** [**admin@**](about:blank)**rpa2000.org.uk** |

**\*\*Your application should be submitted at least 3 months prior to the expiry date of your current Certificate \*\***

**PART 1. APPLICANT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | Title: | Other names: | | |
| Business address: | | | | Tel. No: |
| Email: |
| Correspondence Address (if different): | | | | Tel. No: |
| Email: |
| The number of your current RPA certificate: | | | The date of expiry of your current RPA certificate: | |
| Points Claimed for Category 1: | | | Points Claimed for Category 2: | |
| Any other relevant information: | | | | |
| To aid with selection of Assessors, please circle or describe the main Sector category for the contents:  Medical Nuclear Education Small User Other: please describe | | | | |

# **PART 2. AUTHENTICATION BY REFEREE**

I certify that I have examined the Points Record and associated evidence being submitted by the applicant and I am satisfied that it accurately reflects the nature and extent of work undertaken over the period specified in this application. In my opinion, the applicant continues to be capable of providing appropriate advice to an employer with respect to compliance with IRR17, and REPPIR if relevant.

|  |  |
| --- | --- |
| Your name: | |
| Your job title: | |
| Your address: | |
| Your Tel. No: | Your email: |
| Your professional relationship to applicant: | |
| Any additional comments: | |
| Signed: | Date: |

**PART 3. DECLARATION BY APPLICANT & FEE**

* 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 100 points, ***namely*** ………points for Category 1 activities and ……… points for Category 2 activities.
* This application has been properly authenticated (Part 2).
* I acknowledge that further evidence could be requested by RPA 2000 and undertake to supply such evidence within the specified timeframe (normally within 65 days from the date of the request).
* If I do not supply any requested further evidence within the specified timeframe, I fully accept that my application for renewal of certification may be immediately 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”.
* I acknowledge that RPA 2000 may be required to provide a small number of completed portfolios/evidence to another organisation strictly only for audit purposes and consent to my portfolio/evidence being provided for such purposes, if so requested.
* I understand that the HSE Statement expects Assessing Bodies to provide enquirers with a list of all individuals holding a valid RPA Certificate and the period validity of those certificates. As a condition of being granted a certificate, I consent to my name being included on that list of certificated RPAs and to it being disclosed. (The list is available on the RPA 2000 website).
* I understand that my Points Record and associated evidence will not normally be returned to me. (Applicants are strongly advised to keep their own copy of this application form and all the material that accompanies it).
* ***Fee Payment*** [you will automatically receive a receipt; see [here](http://www.rpa2000.org.uk/about-rpa-2000/fees/) for payment options]:

***Either***

I am a ***current member*** of AURPO/IPEM/SRP and enclose the member’s fee of £………. in accordance with the current fee information on the [RPA 2000 website](http://www.rpa2000.org.uk/about-rpa-2000/fees/).

***Or***

I am a ***not a member*** of AURPO/IPEM/SRP and enclose the non-member’s fee of £………. in accordance with the current fee information on the [RPA 2000 website](http://www.rpa2000.org.uk/about-rpa-2000/fees/).

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

\*\*We regret that if any items are either missing, incomplete or incorrect, it is likely that everything will be returned to you for rectification\*\*

# **PART 4. POINTS RECORD**

## **Category 1: Points Record for Learning Based Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.1**  **Learning based activities** | | **Attendance at RPA Training or Update Sessions.**  **Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RPA work.** | | | |
| Basis and maximum allowable points | | 1 point per hour of ***relevant*** content: maximum points may only be claimed for an update course that includes significant content relating to operational radiation protection issues | | | |
| Example of suitable evidence | | Course programme, certificate of attendance and notes justifying points claimed. | | | |
| **Points record for Learning Based Activities: Sub-Category 1.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. HSE Update | | 1.1 A |  |  |
|  | e.g. Introduction to REPPIR 19 | | 1.1 B |  |  |
|  | e.g. in-house/company RPA update meetings | | 1.1 C |  |  |
|  |  | | 1.1 D |  |  |
|  |  | | 1.1 E |  |  |
|  |  | | 1.1 F |  |  |
|  |  | | 1.1 G |  |  |
|  |  | | 1.1 H |  |  |
| **Total points for sub-category 1.1** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.1** | | | | |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.2**  **Learning based activities** | | **Private study and active participation in distance learning packages or internet discussion groups. (e.g. HSE Guidance, Newsletters, journal articles, webinars etc).**  **Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection**. | | | |
| Basis and maximum allowable points | | 1 point per hour of ***relevant*** content. | | | |
| Example of suitable evidence | | Identify publications that were studied, with a brief synopsis of information gained. Simple form of proof of participation in discussion groups. Course programme, certificate of attendance and notes justifying points claimed. | | | |
| **Points record for Learning Based Activities: Sub-Category 1.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. SRP/AURPO webinar on \*\*\* | | 1.2 A |  |  |
|  | e.g. SRP/IPEM/AURPO Annual Conference \*\*\* | | 1.2 B |  |  |
|  | e.g. Article \*\*\* journal because \*\*\* | | 1.2 C |  |  |
|  | e.g. IAEA/IRPA/ICRP/EURADOS/ERPW etc | | 1.2 D |  |  |
|  |  | | 1.2 E |  |  |
|  |  | | 1.2 F |  |  |
|  |  | | 1.2 G |  |  |
|  |  | | 1.2 H |  |  |
| **Total points for sub-category 1.2** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.2** | | | | |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.3**  **Learning based activities** | | **Other learning-based activities.** | | | |
| Basis and maximum allowable points | | Must be consistent with foregoing Category 1 examples. | | | |
| Example of suitable evidence | | Similar in principle to other Category 1 examples. | | | |
| **Points record for Learning Based Activities: Sub-Category 1.3** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. emergency RP response training/update session | | 1.3 A |  |  |
|  | e.g. workshop on radiation transport modelling | | 1.3 B |  |  |
|  | e.g. Class 7 road transport seminar | | 1.3 C |  |  |
|  |  | | 1.3 D |  |  |
|  |  | | 1.3 E |  |  |
|  |  | | 1.3 F |  |  |
|  |  | | 1.3 G |  |  |
|  |  | | 1.3 H |  |  |
| **Total points for sub-category 1.3** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.3** | | | | |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

## **Table 4.1 Summary of points claimed for Learning Based Activities (Category 1)**

|  |  |  |
| --- | --- | --- |
| **Period over which points are being claimed** | **From:** | **To:** |

***Summary table***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| 1.1 | Attendance at RPA training and update sessions.  Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RPA work. |  |  |
| 1.2 | Private study and active participation in distance learning packages or internet discussion groups. (e.g. HSE Guidance, Newsletters etc).  Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection. |  |  |
| 1.3 | Other learning-based activities. |  |  |
| **Total points claimed for sub-category 1** | |  |  |

**Note that at least 25 points must be gained from Category 1 activities**

**(You are advised to provide evidence in support of some 25% more)**

## **Category 2: Points Record for Competence Based Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.1**  **Competence based activities** | | **Routine Advice: (a) as an appointed RPA to radiation employers and/or (b) as a line manager or supervisor of other RPAs. The continued provision of routine RPA 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 specific work activities.** | | | |
| Basis and maximum allowable points | | The points to be claimed for one year are based on the average number of hours spent in a week on the relevant RPA duties. These are claimed annually at the rate of: (a) 1 point per ‘average hour’for advice to radiation employers and (b) 0.5 points per ‘average hour’ for advice to other RPAs. ***But subject to a maximum of 15 points each year for Category 2.1.*** For example, if an applicant spends, on average, 10 hours per week throughout the year providing RPA advice to an employer, they may claim 10 points for that year. | | | |
| Example of suitable evidence | | RPA appointment letter and/or organisational chart is very useful with a summary of duties and/or hourly commitment. **Examples of direct RPA advice to the employer are required.** Ideally, your examples should relate to one or more of the ‘detailed understanding’ topics in the HSE Statement. For those line managing/supervising, examples of their advice indicating your sign-off or other such evidence is required. A brief resumé of line manager or supervisory responsibilities will help. Note: this evidence of routine RPA advice supports the points you claim as an appointed RPA and cannot be used as evidence elsewhere in Category 2. | | | |
| **Points record for Competence based activities: Sub-Category 2.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. evidence 1 - RPA appointment letter covering the period (full time, 5 years) | | 2.1 A |  |  |
|  | e.g. evidence 2 - RPA advice on process \*\*\* including advice on radiation risk assessment, local rules, ... | | 2.1 B | - |  |
|  | e.g. evidence 3 - RPA advice following an incident, remediation actions ... | | 2.1 C | - |  |
|  | e.g. evidence 4 - RPA advice on monitoring a designated area, choice of instrument ... | | 2.1 D | - |  |
|  | e.g. evidence 5 - IRR audit | | 2.1 E | - |  |
|  | e.g. evidence 6 - critical examination of ... | | 2.1 F | - |  |
|  | e.g. evidence 7 – slides/agenda - delivered a training course on IRR | | 2.1 G | - |  |
|  |  | | 2.1 H |  |  |
| **Total points for sub-category 2.1** | | | |  |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.2**  **Competence based activities** | | **In respect of the requirements of IRR17, but outside the capacity of an appointed RPA: (a) providing advice to radiation employers and other persons, (b) interaction with regulators, (c) in the case of certificate holders not appointed as an RPA, simulated advice or advice signed off by an RPA.** | | | |
| Basis and maximum allowable points | | ***5 per item for*** ***‘Novel advice’,*** whichmeans advice on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***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’s use(s) of ionising radiation.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1. | | | |
| Example of suitable evidence | | A copy of the actual advice provided or a synopsis of that advice, whichever is most convenient. | | | |
| **Points record for Competence Based Activities: Sub-Category 2.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. advice as the radioactive source user liaison representative | | 2.2 A |  |  |
|  | e.g. advice as the dosimetry representative | | 2.2 B |  |  |
|  | e.g. author of dose model/radiation shielding calculation for a new installation | | 2.2 C |  |  |
|  | e.g. RPS community representative | | 2.2 D |  |  |
|  |  | | 2.2 E |  |  |
|  |  | | 2.2 F |  |  |
|  |  | | 2.2 G |  |  |
|  |  | | 2.2 H |  |  |
| **Total points for sub-category 2.2** | | | |  |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.3**  **Competence based activities** | | **In respect of topics relating to IRR17 and the work/role of the RPA: (a) authorship and/or presentation of a paper, and (b) lecturing.** | | | |
| Basis and maximum allowable points | | ***5 per item for*** ***‘Novel content’,*** whichmeans on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***3 per item for*** ***‘Established content’***, whichmeans on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1. | | | |
| Example of suitable evidence | | A copy of the paper or the lecture notes, together with details (e.g. the programme) of the occasion on which the presentation or lecture was given (but be brief – it is not acceptable to submit 1 slide per page copies). | | | |
| **Points record for Competence Based Activities: Sub-Category 2.3** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. introduction to radiation safety – established but first delivery | | 2.3 A |  |  |
|  | e.g. radiation protection for clinicians – first delivery for new clinical service | | 2.3 B |  |  |
|  | e.g. radiation safety for first responders | | 2.3 C |  |  |
|  |  | | 2.3 D |  |  |
|  |  | | 2.3 E |  |  |
|  |  | | 2.3 F |  |  |
|  |  | | 2.3 G |  |  |
|  |  | | 2.3 H |  |  |
| **Total points for sub-category 2.3** | | | |  |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.4**  **Competence based activities** | | **In respect of topics relating to technological advances in operational radiation protection issues: (a) authorship and/or presentation of a paper, and (b) lecturing.** | | | |
| Basis and maximum allowable points | | ***3 per item for*** ***‘Novel content’,*** whichmeans on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***1 per item for*** ***‘Established content’***, whichmeans on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1. | | | |
| Example of suitable evidence | | A copy of the paper or the lecture notes, together with details (e.g. the programme) of the occasion on which the presentation or lecture was given (but be brief – it is not acceptable to submit 1 slide per page copies). | | | |
| **Points record for Competence Based Activities: Sub-Category 2.4** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. presentation of a paper to IRPA | | 2.4 A |  |  |
|  | e.g. presentation of a paper/poster at \*\* conference | | 2.4 B |  |  |
|  | e.g. journal article / SRP weekly article | | 2.4 C |  |  |
|  |  | | 2.4 D |  |  |
|  |  | | 2.4 E |  |  |
|  |  | | 2.4 F |  |  |
|  |  | | 2.4 G |  |  |
|  |  | | 2.4 H |  |  |
| **Total points for sub-category 2.4** | | | |  |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.5**  **Competence based activities** | | **Other competence-based activities – relating to operational radiation protection issues and the role of the RPA** | | | |
| Basis and maximum allowable points | | Must be consistent with foregoing Category 2 examples. | | | |
| Example of suitable evidence | | Similar in principle to other Category 2 examples. | | | |
| **Points record for Competence Based Activities: Sub-Category 2.5** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  | e.g. RPA 2000 assessor | | 2.5 A |  |  |
|  | e.g. committee member of \*\*\* | | 2.5 B |  |  |
|  | e.g. working group member \*\* | | 2.5 C |  |  |
|  |  | | 2.5 D |  |  |
|  |  | | 2.5 E |  |  |
|  |  | | 2.5 F |  |  |
|  |  | | 2.5 G |  |  |
|  |  | | 2.5 H |  |  |
| **Total points for sub-category 2.5** | | | |  |  |

Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for Assessors. Please label each piece of evidence with the correct reference number.

## **Table 4.2 Summary of points claimed for Competence Based Activities (Category 2)**

|  |  |  |
| --- | --- | --- |
| **Period over which points are being claimed** | **From:** | **To:** |

***Summary of points***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| **2.1** | Routine Advice: (a) as an appointed RPA to radiation employers, and/or (b) as a line manager or supervisor to other RPAs. |  |  |
| **2.2** | In respect of the requirements of IRR17, but outside the capacity of an appointed RPA: (a) providing advice to radiation employers and other persons, (b) interaction with regulators, (c) simulated RPA advice from those not appointed. |  |  |
| **2.3** | In respect of topics relating to IRR17 and the work/role of the RPA: (a) authorship and/or presentation of a paper, and (b) lecturing. |  |  |
| **2.4** | In respect of topics relating to technological advances in operational radiation protection issues: (a) authorship and/or presentation of a paper, and (b) lecturing. |  |  |
| **2.5** | Other competence-based activities – relating to operational radiation protection issues and the role of the RPA |  |  |
| **Total points claimed for Category 2** | |  |  |

**Note that at least 25 points must be gained from Category 2 activities**

**(You are advised to provide evidence in support of some 25% more)**