

# Canadian Radiation Protection Association



**Registration as Registered Radiation Safety Professional CRPA(R)**

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# ***TABLE OF CONTENTS***

	<b>Page</b>
<b>1. Professional Recognition and Registration</b>	<b>3</b>
<b>2. Application for Recognition</b>	<b>7</b>
<b>3. Application for Core Level Registration</b>	<b>10</b>
<b>4. Registration Examination Study Guide</b>	<b>11</b>
<b>5. Maintenance of Registration</b>	<b>17</b>
<b>6. Frequently Asked Questions</b>	<b>19</b>
<b>7. Sample Core Profile Submission</b>	<b>21</b>
<b>APPENDIX 1 – Relevant Documents (website references)</b>	<b>23</b>

# 1

## ***PROFESSIONAL RECOGNITION AND REGISTRATION***

### **Introduction**

This document defines the process that enables the Canadian Radiation Protection Association (CRPA) to assess individual credentials and award a certificate of registration. The certificate designates individuals as *Radiation Safety Professionals* within the association.

The Canadian Radiation Protection Association (CRPA), established in 1979, is comprised of individuals actively engaged in some aspect of radiation safety. These individuals represent many organizations that include, but are not limited to regulatory bodies, research establishments, universities, power utilities, hospitals and medical centers, industry, consultants, uranium mines and refineries.

The objectives of the CRPA indicate that the association will strive to promote educational opportunities in those disciplines that support the science and practice of radiation protection, and to assist in the development of professional standards in the discipline of radiation protection.

At the CRPA meeting of May 8, 2002, a motion was passed to have the Radiation Safety Professional Committee submit a proposal establishing a radiation professional registration system. The proposal defined a core level competency profile common to all radiation safety professionals, an outline for recognition, registration at this core level and a provision for certification at a more advanced specialty practice. The core level competency profile was approved at the annual meeting in 2003, and the committee was given the task of defining the process by May 2004 and in 2005 had given the first registration examination. In 2009 during a general meeting of CRPA(R)s, it was decided to abandon the project of a second level of registration and to give formal recognition to our registered professionals who since then have been designated as Registered Radiation Safety Professionals (RRSP).

### **Competency Based Criteria**

- The CRPA is not involved in the direct training of individuals and assumes the individual has the requisite knowledge obtained from relevant training and experience.
- The basis of any examination is the competency profile.
- Similar competencies are placed together in general categories.
- To avoid redundancy, competencies are limited to one section.

**FIGURE 1 – CRPA Core Level Competency Sections**

For a complete list of all the core level competencies, refer to the [Core Level Competency Profile](#) (see link in *Appendix 1 – Relevant Documents*).

<b>Radiation Safety Professional ‘Recognition / Registration’</b> <b>CORE COMPETENCIES</b>	
<b>11. Program Administration</b> <ul style="list-style-type: none"> <li>- Administrative Responsibilities</li> <li>- Committees</li> <li>- Annual Report</li> <li>- Policies and Procedures</li> <li>- Licences</li> <li>- Public Disclosures</li> </ul>	<b>40. Exposure and Dose Control</b> <ul style="list-style-type: none"> <li>- Exposure Limits</li> <li>- Area Surveys</li> <li>- ALARA Program</li> <li>- Working Habits</li> <li>- Decommissioning</li> </ul>
<b>12. Radiation Safety Act &amp; Regulations</b> <ul style="list-style-type: none"> <li>- Federal and Provincial</li> <li>- Relevant Sections</li> </ul>	<b>50. Instrumentation and Equipment</b> <ul style="list-style-type: none"> <li>- Basic Monitoring Devices</li> <li>- Performance Checks and Calibrations</li> <li>- Radiation Protection Devices</li> </ul>
<b>13. Licences</b> <ul style="list-style-type: none"> <li>- Components</li> <li>- Applications and Renewals</li> <li>- Amendments and Revocations</li> </ul>	<b>60. Radioactive Inventory Management</b> <ul style="list-style-type: none"> <li>- Purchasing-Inventory Tracking</li> <li>- Receiving</li> <li>- Transportation</li> <li>- Storage</li> <li>- Waste Disposal</li> </ul>
<b>14. Working Rules</b> <ul style="list-style-type: none"> <li>- Signs and Working Rules</li> <li>- Security</li> <li>- Room Design</li> </ul>	<b>70. Personnel Dosimetry</b> <ul style="list-style-type: none"> <li>- Exposure Hazards</li> <li>- Personal Monitoring</li> <li>- Bioassay</li> <li>- External Exposure-Internal Dosimetry</li> <li>- Ionizing Radiation and Pregnancy</li> </ul>
<b>15. Record Keeping</b> <ul style="list-style-type: none"> <li>- Types of Records</li> <li>- Submitting and Disposal</li> </ul>	<b>80. Contamination Control</b> <ul style="list-style-type: none"> <li>- Contamination Surveys</li> <li>- Spills and Decontamination</li> <li>- Emissions Monitoring (Release to Environment)</li> </ul>
<b>20. Employee Qualifications Performance</b> <ul style="list-style-type: none"> <li>- Training Program Development, Delivery, and Evaluation</li> <li>- Employee Training Requirements</li> <li>- Radiation Safety Professional Requirements</li> <li>- Continuing Education-Refresher</li> </ul>	<b>90. Emergency Procedures</b> <ul style="list-style-type: none"> <li>- External and unusual situations</li> </ul>
<b>30. Inspections, Audits &amp; Investigations</b> <ul style="list-style-type: none"> <li>- Hazard Identification – Evaluation</li> <li>- Observations</li> <li>- Recommendations and Reports</li> <li>- Compliance Enforcement</li> </ul>	

# **CRPA Recognition and Registration Process**

## **PHASE I - RECOGNITION**

### **Objectives**

The recognition phase will permit individuals to obtain peer recognition for education and training obtained. The basis for recognition will be the core level competency profile. This phase is also important for those who wish to have training recognized by the association but who do not wish to pursue further credentials. It also allows a review of training prior to applying for registration examination. This helps identify core level competency areas where additional training may be required.

### **Requirements**

- Individuals wishing to obtain general recognition will be required to submit a record of training/experience that is referenced against the *Core Level Competency Profile* and *Curriculum Guide* (refer to link in *Appendix 1 – Relevant Documents*). This would be similar to a portfolio of training. It would be the responsibility of the individual to ensure all the components of the competency profile are met. Portions of a sample submission are included in Chapter 7.
- It is recognized that the individual may take many different courses to meet the total requirement of the core level competencies.
- The CRPA ‘Radiation Safety Professionals Registration Sub-Committee’ will assess training programs and courses using the competency profile and curriculum guide.
- The CRPA will keep a list of programs that meet all the requirements of the core competencies (see Figure 2.1). Individuals taking courses that are on the list will only need to submit a completion certificate and not a fully referenced course outline.
- Programs or courses used for recognition will be expected to have a formal written examination on the material in their course.
- The Registration Subcommittee may appoint ad hoc members if expertise in another area is needed.
- The Registration Subcommittee assesses candidate submissions and determines if all the information is complete. The committee will inform candidates if any other information is required.
- A candidate may also combine education in relevant areas with experience in a radiation safety setting to meet the requirements of the competencies. This may require an interview with members of the committee.

### **Term of Recognition Status**

- For those who achieved Recognition prior to June 1<sup>st</sup>, 2023, there is no time limit on being in Recognition.
- For those who achieved Recognition on or after June 1<sup>st</sup>, 2023, there is a 5-year time limit from the date of Recognition to successfully completing the Registration process, e.g., passing the exam with a minimum grade of 75%.
- Recognition status will be maintained as long as annual membership dues are kept current. A lapse in payment of annual membership dues will result in the loss of Recognition. However, Recognition will be reinstated if membership dues for the lapsed period are paid in full and membership is reinstated.

## PHASE II - REGISTRATION

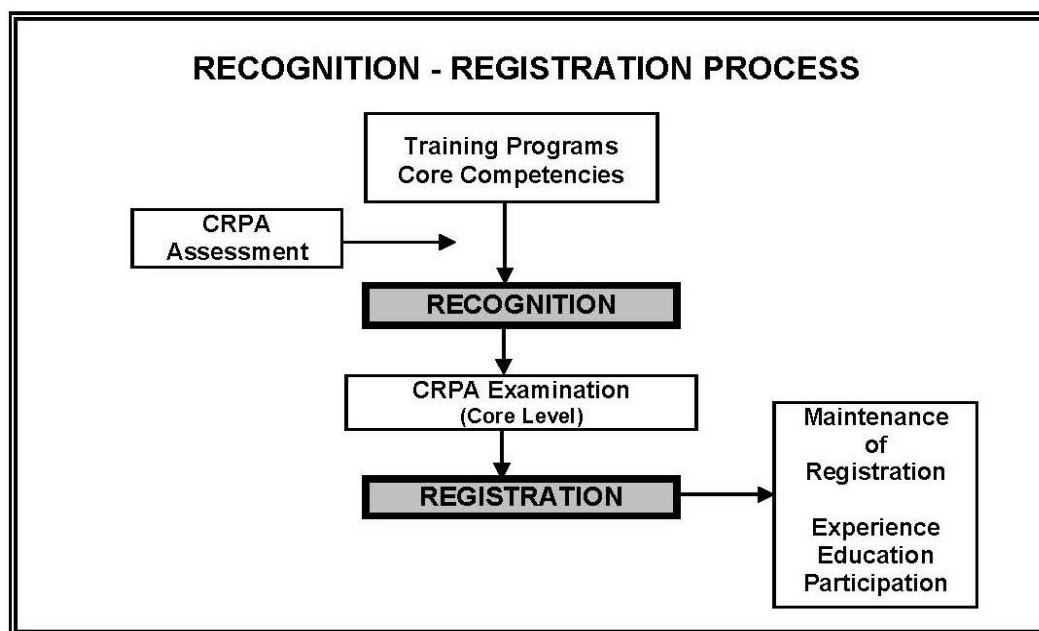
### Objectives

The registration phase will permit individuals to meet a standard level of training recognized by the CRPA. Any individual that has met the criteria of Phase I will be eligible to proceed to Phase II if they choose.

### Requirements

- The individual will be required to meet the training requirements for the core level competencies as defined in the recognition phase.
- The individual will be required to pass an examination, administered by the CRPA and based on the core competencies. There is no time limit for passing the exam for those who achieved Recognition prior to June 1<sup>st</sup>, 2023. Those achieving Recognition on or after June 1<sup>st</sup>, 2023 are required to pass the examination within 5 years of the date of Recognition.

**FIGURE 2 – CRPA Recognition – Registration Process**



# 2

## *APPLICATION FOR RECOGNITION*

### **Required Information**

Submit the online application form and a record of training that is referenced against the CRPA Core Level Competency Profile and Curriculum Guide.

### **Entry Requirements**

- Current Membership in the CRPA

### **Application Steps**

An application is accepted only when these requirements are met:

- The online Recognition Application is submitted. The application can be accessed via the CRPA website (<https://crpa-acrp.ca/professional-designation>).
- Submission of a cross-referenced CV and a Competency Profile, OR a Certificate from an approved training program (see Figure 2.1). Contact the Secretariat ([secretariat@crpa-acrp.ca](mailto:secretariat@crpa-acrp.ca)) should you wish to receive samples of a cross-referenced CV and Competency Profile and/or a Competency Profile template for completion.
- The applicable non-refundable application fee is submitted.
- All required information is complete and verified.
- The deadline for submission of the Recognition application is no later than 60 days prior to the scheduled exam date.

### **Notification**

- The candidate will be notified by the Registration Sub-Committee Chairperson via email when the information is verified. Please note that no formal letter of Recognition will be issued.
- If there are no questions regarding the submission, verification shall be completed within 15 days of receipt of the portfolio. Incomplete information may delay the verification process.
- The candidate will receive notification of the deadline to apply for the next available core level registration examination.

### **Term of Recognition Status**

- For those who achieved Recognition prior to June 1<sup>st</sup>, 2023, there is no time limit on being in Recognition.
- For those who achieved Recognition on or after June 1<sup>st</sup>, 2023, there is a 5-year time limit from the date of Recognition to successfully completing the Registration process, e.g., passing the exam with a minimum grade of 75%.
- Recognition status will be maintained as long as annual membership dues are kept current. A lapse in payment of annual membership dues will result in the loss of Recognition. However, Recognition will be reinstated if membership dues for the lapsed period are paid in full and membership is reinstated.

### **Accepted Training Programs and Courses**

- See Figure 2.1 for a list of programs that have been accepted by the CRPA Registration Sub-Committee. A full course outline is required to be submitted for courses not listed in Figure 2.1.

### **Recognition Application Fee**

- The current non-refundable Recognition application fee is \$50 CDN (+ HST). Fees are subject to change without notice. Payment options are indicated in the online application form.



**FIGURE 2.1 - CRPA Accepted Training Programs and Courses**

	<b>Course Title</b>	<b>Training Program Provider</b>	<b>Sections from competency profile Approved</b>
<b>1</b>	Fundamentals of Radiation Safety	Technical Management Services, Inc.	30, 60, 80, 90
<b>2</b>	Radiation Detection and Measurement	Technical Management Services, Inc.	40, 50, 70
<b>3</b>	Radiation Safety Program Management (RSO)	Technical Management Services, Inc.	10, 20
<b>4</b>	Radiation Safety Officer RSO-1	Radiation Safety Institute of Canada	All sections
<b>5</b>	Responsables de la radioprotection. Sources scellées industrielles.	Radioprotection Inc.	All sections
<b>6</b>	Responsables de la radioprotection. Sources non scellées et médecine nucléaire.	Radioprotection Inc.	All sections
<b>7</b>	Unsealed Laboratory RSO	Monserco Limited	All sections
<b>8</b>	Sealed Source/Radiation Device RSO	Monserco Limited	All sections
<b>9</b>	Cours de formation à l'intention des officiers de radioprotection	Contex Environnement Inc.	All sections
<b>10</b>	Advanced Training Course for Radiation Safety Officers	Contex Environnement Inc.	All sections
<b>11</b>	NMED 5161 RSO Administration	British Columbia Institute of Technology (BCIT)	11, 12, 13, 14, 15, 20, 30
<b>12</b>	NMED 5160 RSO Practice	British Columbia Institute of Technology (BCIT)	40, 50, 60 (except sub-section 63), 70, 80, 90
<b>13</b>	NMED 0516 Transportation of Dangerous Goods (TDG) – Radioactive Materials	British Columbia Institute of Technology (BCIT)	63
<b>14</b>	KRMC Medical RSO Course	Krivososov Risk Management Consultants Inc.	All Sections except sub-section 63
<b>15</b>	Practical RSO Course	Spectral Solutions Canada	All Sections except sub-section 63
<b>16</b>	Transportation of Dangerous Goods – Class 7 Radioactive Materials	Spectral Solutions Canada	63

# 3 *APPLICATION FOR CORE LEVEL REGISTRATION*

## **Required Information**

Submit the online application form and confirmation of completion of the recognition phase. The individual will be required to meet the training requirements for the core level competencies as defined in the recognition phase. The individual will be required to pass an examination, set by the CRPA, based on the core competencies. It is the responsibility of the individual to meet all deadlines set by the CRPA.

## **Entry Requirements**

- Current Membership in the CRPA.
- Completion of Recognition Phase and Recognition has not expired (refer to Recognition Expiry Date in Section 2).

## **Application Steps**

An application is accepted only when these requirements are met:

- The online Core Level Registration Application is submitted at least 30 days prior to the scheduled exam date. The form can be accessed via the CRPA website (<https://crpa-acrp.ca/professional-designation>).
- The Application Form is complete.
- The applicable fee is submitted (20% of this fee is non-refundable – see note under Examinee Fees).
- All required information is complete and verified.

## **Notification**

- The candidate will be notified when the information is verified.
- The candidate will be notified by the Secretariat of the date, time, and location of the next scheduled Core Level Registration examination.

## **Examination process**

- The candidate shall provide a photo ID prior to admittance for the exam.
- All examination material will be provided: paper, pencils, eraser, ruler, calculator and CNSC regulations and Table 2 from IAEA SSR-6 in electronic format. The use of personal calculators or other electronic devices is not permitted.
- Three hours will be allotted to write the examination.

## **Examination Fee**

- The current examination fee is \$300 CDN (+ HST). Fees are subject to change without notice. Payment options are indicated on the online registration form.
- 20% of this fee is non-refundable should you withdraw your application or fail to show up to write the exam. It is the applicant's responsibility to request a refund from the CRPA.
- Requests for refunds must be submitted no later than 30 days after the exam date. Refunds can be requested by contacting the Secretariat at [secretariat@crpa-acrp.ca](mailto:secretariat@crpa-acrp.ca).

# 4 **REGISTRATION EXAMINATION STUDY GUIDE**

The registration examination is based on two main documents (links to the documents listed below can be found in *Appendix 1 – Relevant Documents*):

- The Core Competency Profile
- The Curriculum Guide

The registration examination is based on core level knowledge. The questions will be of a generic nature to cover all work disciplines.

The examination will consist of 100 multiple choice questions. Each question will have one correct answer and three distracters. The passing grade for the examination is 75%. Marks will not be deducted for incorrect answers.

EXAMINATION BLUEPRINT		
COMPETENCY SECTION		% OF EXAM*
11-15	Program Administration, Radiation Safety Act and Regulations, Licenses, Working Rules, Record Keeping	23
20	Employee Qualifications and Performance	9
30	Inspections, Audits, Investigations	17
40	Exposure and Dose Control	8
50	Instrumentation and Equipment	8
60	Radioactive Inventory Management, Purchasing, receiving, Transportation, Storage, Waste Management	18
70	Personnel Dosimetry	9
80	Contamination Control	4
90	Emergency Procedures	4
* The percent of the competency sections on the examination are approximate and dependent on the number of available questions in each section. The Registration Subcommittee will strive to keep as close to the percentages as possible.		

## RECOMMENDED READING LIST

No one set of books can cover all the competencies defined for all radiation safety practices across the country. It is important to remember that the regulatory questions are based on the Canadian Nuclear Safety and Control Act and Regulations as well as all Regulatory Policies, Standards and Guides related to the regulations. Other questions, based on the competency profile and curriculum guide, are referenced to general texts used in many radiation safety programs across the country. The following list, while not all inclusive, gives a fair representation of where the questions are referenced.

The Registration Subcommittee reserves the right to use material not listed in the recommended reading list, but all questions will still be based on the core level competency profile and expectations of an entry level radiation safety professional. Some texts refer to non-Canadian regulations and unit measurements so the candidate should keep in mind that questions will be based on Canadian units and regulations.

1. Nuclear Safety and Control Act
2. General Nuclear Safety and Control Regulations
3. Radiation Protection Regulations
4. Nuclear Substance and Radiation Devices Regulations
5. Packaging and Transport of Nuclear Substances Regulations
6. Class I Nuclear Facilities Regulations
7. Class II Nuclear Facilities and Prescribed Equipment Regulations
8. Uranium Mines and Mills Regulations
9. Nuclear Security Regulations
10. Regulations for the Safe Transport of Radioactive Material, International Atomic Energy Agency, Specific Safety Requirements No. SSR-6 as amended
11. Administrative Monetary Penalties Regulations

For specific radiation safety textbooks, candidates can consult with training providers or academic institutions for their radiation safety related reading lists. Some common texts are listed below.

1. Martin, Alan and Harbison, Samuel, An Introduction to Radiation Protection, 4<sup>th</sup> edition, Oxford University Press Inc., 1996
2. Bevelacqua, Joseph, Basic Health Physics: Problems & Solutions, John Wiley and Sons Inc. 1999
3. Knoll, Glen F., Radiation Detection and Measurement, 3rd edition, John Wiley and Sons Inc. 2000
4. Cember, Herman, Introduction to Health Physics, 3rd edition, McGraw Hill Companies Inc. 1996
5. AECB, Canada: Living with Radiation, Canada Communication Group Publishing, 1995
6. Roessler, Charles, Management and Administration of Radiation Safety Programs, Health Physics Society 1998
7. Attix, F.H., Introduction to Radiological Physics and Radiation Dosimetry
8. Cooper, J.R., Radioactive Releases to the Environment
9. Schery, S.D., Understanding Radioactive Aerosols and their Measurement
10. Turner, J.E., Atoms, Radiation and Radiation Protection
11. Lamarsh, John, Introduction to Nuclear Engineering, 3rd edition, Prentice Hall, 2001
12. IAEA, Radiation, People and the Environment
13. Shapiro, Jacob, Radiation Protection - A Guide for Scientists, Regulators, and Physicians, 4th edition, 2002.

## SAMPLE QUESTIONS

The sample questions are intended to provide the candidate an idea of the level of questioning for the registration examination.

1. What agency regulates the use of X-rays in Canada?

- A. Canadian Nuclear Safety Commission (CNSC)
- B. National Council on Radiation Protection (NCRP)
- C. Nuclear Regulatory Commission (NRC)
- D. Provincial Regulatory Agencies

Competency Area 12: Radiation Safety Act and Regulations

2. What is required in order to comply with the ventilation system regulations for Uranium Mines and Mills?

- A. Ensure the fans have warning devices for malfunctions.
- B. Keep a record of the daily flow rate of the ventilation system.
- C. Post a sign by all fans warning of the radiation hazard.
- D. Provide respiratory protection for workers as a primary control in the facility.

Competency Area 12: Radiation Safety Act and Regulations

3. Which group must be declared a Nuclear Energy Worker?

Group		Average Yearly Dose for Group	Highest Individual Yearly Dose for Group
1	Industrial Radiographer	2.46 mSv	23.25 mSv
2	Reactor Fuel Handler	3.99 mSv	8.40 mSv
3	Nuclear Medicine Technologist	1.7 mSv	5.26 mSv
4	Laboratory Technologist	0.12 mSv	0.25 mSv

- A. 1 and 3 only
- B. 2 and 4 only
- C. 1, 2 and 3 only
- D. 4 only

Competency Area 20: Employee Qualifications-Performance (Designating Workers)

4. When conducting an investigation or inspection, at what dose rate do you expect to see a radiation warning sign posted at the entry or boundary of an area?

- A. 1.0  $\mu\text{Sv/hr}$
- B. 5.0  $\mu\text{Sv/hr}$
- C. 10  $\mu\text{Sv/hr}$
- D. 25  $\mu\text{Sv/hr}$

Competency Area 30: Inspections-Audits-Investigations

5. You are investigating after an incident where there has been a spill of radioactive liquid resulting in personnel being contaminated. What practice is consistent with a first investigation response?
- A. Send those who were not involved in the incident home for the day.
  - B. Document the incident and interview all the people involved.
  - C. Notify the regulator immediately.
  - D. Call the provincial radiation safety personnel for assistance.

Competency Area 30: Inspections-Audits-Investigations

6. One tenth value layer (TVL) is defined as:
- A. 1/10 the initial dose
  - B. 1/10 the initial shielding
  - C. 10 times the HVL
  - D. The shielding required to reduce the exposure to 1/10

Competency Area 40: Exposure and Dose Control

7. What device is commonly used to warn workers entering an area of elevated radon progeny concentration?
- A. Direct Reading Dosimeter (DRD)
  - B. Thermo-luminescent Dosimeter (TLD)
  - C. Personal Alpha Dosimeter (PAD)
  - D. Continuous Working Level Monitor (CWLM)

Competency Area 50: Instrumentation and Equipment

8. What is the transport index for a package (cross section  $<1\text{m}^2$ ) being shipped as a Yellow III with the following dose rates:
- Surface =  $510\text{ }\mu\text{Sv/hr}$   
1 metre from the surface =  $43\text{ }\mu\text{Sv/hr}$  10  
metres from the surface =  $0.5\text{ }\mu\text{Sv/hr}$
- A. 0.5
  - B. 4.3
  - C. 5.0
  - D. 8.6

Competency Area 60: Radioactive Material Inventory Management

9. When applying for a licence renewal, you anticipate the release for your liquid waste of one of the short-lived isotopes will be 10% higher than the limit on your licence. What should you do?
- A. Determine if the sewage treatment worker dose is less than 1 mSv per year and ask for an increase in the disposal limit for your licence.
  - B. Do not change your licence but document any extra releases for subsequent inspections.
  - C. Stop all work at the organization until the numbers are verified.
  - D. Tell the affected users they must reduce their workload for that isotope by ten percent.

Competency Area 60: Radioactive Material Inventory Management

10. When do the Radiation Protection Regulations require a licensee to use a licensed dosimetry service?
- A. At all times.
  - B. When the worker is reasonably likely to exceed 1 mSv/year.
  - C. When the worker is reasonably likely to exceed 5 mSv/year.
  - D. When the worker is reasonably likely to exceed 20 mSv/year.

Competency Area 70: Personnel Dosimetry

11. You receive a call that there has just been a spill of radioactive liquid and that two people have contaminated. What practice is consistent with a first response to this incident?
- A. Conduct a screening bioassay on the people that were involved in the incident.
  - B. Document the incident and interview all the people involved.
  - C. Notify management before reporting the incident to the regulator.
  - D. Take steps to control or limit the effects of the incident.

Competency Area 80: Contamination Control

12. An industrial radiographer is contracted to perform a test at one of your campus buildings. He reports that the 2 TBq Iridium-192 source is missing from his vehicle. What is the first action you recommend be taken?
- A. Call together the campus emergency response personnel and develop an action plan involving the radiography company.
  - B. Arrange for the entire campus to be evacuated until the source is found.
  - C. Have your assistant take a radiation survey meter and walk around the campus to try and find the source.
  - D. Make arrangements for the media to come on campus and let the public know that a source has gone missing.

Competency Area 90: Emergency Procedures

## **PREPARING FOR THE EXAMINATION**

There is no one study plan that will work for everyone. Every candidate must establish a pattern that works for them. It is not sufficient to assume that relying on work experience without studying will mean success on the examination.

As a minimum, the candidate should review the regulations and any policies, standards and guidelines related to the regulations. Candidates should also be familiar with transport of dangerous goods as they relate to radioactive material. The registration exam does not focus on general physics, chemistry or biology questions and calculations. While there may be some basic calculations and physics questions, the exam has a focus on practical radiation safety at an entry level.

Preparation time will depend on whether or not the candidate has taken one of the approved training courses as listed in Figure 2.1 (*Chapter 2 – Application for Recognition*).

The two most important documents are the competency profile and curriculum guide. Review each section and understand the material that would be expected of a licensee in each section. This should be done with the expectations of an entry level Radiation Safety Professional in mind. Material should be covered in a general manner. Detailed regulations on a specialized industry will generally not be included on the examination.

The examination reflects national standards. Provincial or institutional procedures may vary so the candidate must keep this in mind when preparing for the national examination.

## **MARKING THE EXAMINATION**

Exam questions, in which more than 50% of the candidates answered incorrectly, will be reviewed. In addition to this, candidates are encouraged to comment on questions that are not clear and any questions with comments will also be reviewed. A determination will be made to accept the question or remove it from marking. Once the review is complete, the results will be issued. The final exam results will be issued as a pass/fail only. No individual marks will be issued.

Candidates who do not pass the examination will be sent a summary of their percent pass in each of the nine (9) competency categories. This will enable the candidate to determine their weak areas for subsequent exam writings. A straight average of the section percentages does not equal the total exam percent because each section contains a different number of questions.



# 5 MAINTENANCE OF REGISTRATION

## Required Information

Once a member has attained the level of Registered Radiation Safety Professional ( CRPA(R) ) with the Canadian Radiation Protection Association, it is mandatory to meet the established criteria for maintenance of that registration:

- Maintenance of membership with the CRPA.
- Submission of the CRPA(R) Registration Maintenance fee every 3 years.
- Submission of a *Credit Summary Worksheet* indicating a minimum of 25 points have been accumulated over a 3-year period from the categories listed (refer to link in *Appendix 1 – Relevant Documents*).
  - **Leave of Absence:**
    - If a member needs to extend their maintenance period, i.e., medical, maternity or parental leave, refer to the *CRPA(R) Registration Maintenance - Leave of Absence Policy* and *CRPR(R) Leave of Absence Application* (refer to link in *Appendix 1 - Relevant Documents*).
    - The minimum extension period is 3 months, and the maximum extension period is 1 year.
    - A CRPA(R) Leave of Absence Application must be submitted **no later than 1 month prior to the current CRPA(R) registration expiry date**.
- The member will be notified by the Secretariat via email approximately 3 months prior to the CRPA(R) expiry date. The notification will contain a link to the Credit Summary Worksheet for submission and online payment information.
- Unless an extension has been approved, the deadline for submission of the Maintenance Fee and Credit Summary Worksheet is **no later than March 31<sup>st</sup> of the year following the current CRPA(R) expiry date**.
- Failure to submit both the Maintenance Fee and a Credit Summary Worksheet prior to the deadline will result in the loss of a member's CRPA(R) designation; however, Recognition status will be retained if Recognition was achieved prior to June 1<sup>st</sup>, 2023 and membership dues are kept current.
- Failure to submit both the Maintenance Fee and a Credit Summary Worksheet prior to the deadline will result in the loss of a member's CRPA(R) designation **and** Recognition status if Recognition was achieved on or after June 1<sup>st</sup>, 2023.
- Upon approval of the member's CRPA(R) maintenance, a re-registration letter and a laminated business card indicating the new registration expiry date will be sent to the member by mail or courier.

If a member chooses not to follow the maintenance program, they can opt to rewrite the CRPA(R) examination every three years to maintain their registration, subject to applicable fees.

## First Credit Summary Submission Following Successful Completion of the RRSP Exam

The first notification regarding the submission of the maintenance fees and a 3-year Credit summary following the successful completion of the RRSP exam will indicate the period starting January 1<sup>st</sup> of the year following the exam.

For example:

- If a candidate passes the exam in May 2012, the 3-year maintenance period for their first credit summary would be January 1, 2013 to December 31, 2015.

The Maintenance Subcommittee will approve maintenance points from the time immediately after passing the exam until the year's end, i.e. June 1 to December 31, 2012; however, points for this period will only be approved if the points are both worked on and obtained during the same period.

For example:

- A candidate writes and passes the RRSP exam in May 2012.
- The candidate started a degree program in 2011 and completed the degree in June 2012.
- The Maintenance Subcommittee will not award points in this case.
- If the degree was completed after June 2012, points *would be awarded* for the period.

### **Credit Summary Worksheet**

The categories in which to accumulate points are suggested guidelines and members are encouraged to submit any professional or service contributions that relate to radiation safety. This will allow the maintenance of registration to expand to meet the ever-changing radiation safety profession. Also, any radiation safety related work that is not part of the individual's job responsibility would be considered. For example, if TDG training is an expectation at the place of work but a course was taught to an outside institution as an 'extra', then that course would be eligible as 'value-added'. Similarly, if you train outside groups or even other staff in your institution, that is not part of your job responsibility, it would count towards maintenance.

- Determination of the credit point value and acceptance of credit points rests with the Maintenance Subcommittee and all decisions are final.
- It is the responsibility of the CRPA(R) professional to record their points and have verification proof of completion for audit purposes.
- The CRPA Radiation Safety Professionals Maintenance Subcommittee will audit the submitted credit summary reviews on a random basis. When the candidate is contacted for an audit, they are required to submit the documents that verify their point credits.

### **Maintenance of Registration Fee**

Registration Maintenance fees, due every 3 years, are pro-rated as follows:

- \$125 (+ HST) if submitted between October 1st and December 31st
- \$150 (+ HST) if submitted after December 31st

These fees **do not** include membership dues, are paid separately and are non-refundable. Fees are subject to change without notice. Payment options are listed on the online CRPA(R) Maintenance Renewal form.

### **Retired CRPA(R)s**

For CRPA(R) members who are retiring from the workforce and wish to maintain their membership with the Association and CRPA(R) designation (*Retired CRPA(R)* for retired members), refer to the *Retired CRPA(R) Policy* and *CRPA(R) Declaration of Retirement* (refer to link in *Appendix 1 – Relevant Documents*).

# 6

## ***FREQUENTLY ASKED QUESTIONS***

### **GENERAL**

#### ***Do I have to be a member to get registered?***

Yes. Membership in the Association is mandatory prior to starting the Registration process.

#### ***Do I have to get registered?***

This process was implemented based on a membership survey and a desire by the membership to put some kind of certification process in place. This process is not mandatory and is not meant to replace any other professional designations. It does, however, provide an opportunity for those with no other professional designation to obtain a professional designation from the CRPA. This process also establishes a standard set of competencies for various duties of radiation safety professionals, which may assist people when applying for certain radiation safety officer positions.

#### ***Do I have to be registered in order to work?***

It is up to the employer and the regulatory agencies to determine the criteria for employment. Some employers may give preference to those who have pursued registration over someone who has not.

#### ***I already have my CHP designation. Will I have to get registered with the CRPA as well?***

The short answer is no. Many jobs require a health physicist level of training. The core level is a basic entry level standard.

#### ***Will my membership in the CRPA be affected if I do not obtain registration?***

This process does not affect the membership categories of the association. Once you obtain registration or certification you must meet the criteria to maintain that professional designation.

### **RECOGNITION**

#### ***Can I still write the exam if I miss the deadline for submitting the Recognition application (i.e. 60 days prior to the scheduled exam date)?***

Generally, no. It takes time for our volunteer committee to review the recognition information. The committee is not paid and performs the task outside other job responsibilities. If you miss the deadline, you will likely have to wait until the next exam sitting, however, special circumstances may be considered. For example, if you have taken an approved CRPA course for recognition or have other circumstances you want considered, the committee may allow you to write the exam, but this is not at all guaranteed.

#### ***Is there a time limit applied to being in Recognition?***

For those who achieved Recognition prior to June 1<sup>st</sup>, 2023, there is no time limit as to how long you may be in Recognition without having passed the exam.

For those who achieved Recognition on or after June 1<sup>st</sup>, 2023, there is a 5-year time limit in which you can be in Recognition without having passed the exam. Once the 5-year limit has been exceeded, Recognition will be revoked and you must reapply and be granted Recognition should you wish to write the exam.

## **REGISTRATION**

### ***Will I receive a refund if I withdraw my application to write the exam?***

You will be refunded 80% of the exam fee if you withdraw your application. It is your responsibility to submit a request for refund no later than 30 days after the exam date. Requests for refunds can be sent to the Secretariat at [secretariat@crpa-acrp.ca](mailto:secretariat@crpa-acrp.ca).

### ***Can I still write the registration exam if I miss the '30 days prior to exam' deadline?***

No. The deadline is set to allow time to arrange a suitable location and prepare exam material for printing and shipping to the exam site.

### ***Is there only one exam writing and location each year?***

Exams are typically scheduled once per year at the annual CRPA conference. Additional exam dates and locations outside of the Conference may be scheduled and will be posted on the CRPA website.

### ***What happens if I do not pass the exam?***

You can register for the next scheduled exam as long as Recognition has not expired (see Recognition Expiry Date in Section 2). The fee for subsequent re-writes is 50% of the current exam fee. Note that there is no refund if you do not pass the exam.

## **MAINTENANCE**

### ***How do I keep track of my maintenance credits?***

It is up to you to keep track of your activities and verification material. For example:

- If you speak at a Conference, then you should keep a copy of the conference schedule that contains your name and the date you spoke.
- If you submit a journal or bulletin article you can keep a copy of the table of contents or the article itself.
- For employment hours you can get a verification letter from your employer.

### ***Do I submit my maintenance credits each year or at the end of three years?***

You are required to submit maintenance credits (Credit Summary Worksheet) every three years. Submission of verification material is only required when requested for audit purposes.

# 7

## SAMPLE CORE PROFILE SUBMISSION

This Sample Recognition does not include a complete competency profile. Sample sections have been included to give the candidate an idea on completing a portfolio using accepted courses or those that are not yet on the CRPA accepted list. The samples are fictitious and any resemblance to actual courses is unintentional.

### CRPA Accepted Training Programs and Courses SAMPLE ONLY

	Course Title	Training Program Provider	Sections from Core Level Competency
1	Management of Radiation Safety Programs	Acme Training Incorporated	11, 12, 13, 20, 31, 32, 33
2	Practical Aspects of Radiation Detection	Scintillating Courses Ltd.	50
3	Radiation Safety Officer Level 1	Ion and Beam Management Corp.	All Sections

### Portfolio Submission for Mr. Gamma Beam

11	<b>Program Administration</b> Manage a safety program that provides effective control of radiation protection activities in accordance with Federal and Provincial regulations.	
11.1	Manage radiation safety staff and operational budgets	See resume and detailed experience on the topics listed
11.2	Ensure the role of a Radiation Safety Committee is incorporated in the organizational structure.	
11.3	Advise management and workers regarding issues related to the institute's use of radioisotopes and radiation emitting devices.	
11.4	Prepare corporate policies and procedures to assist management and workers to implement effective radiation safety practices.	
11.5	Develop administrative controls or procedures to ensure departments and individuals comply with radiation safety and regulatory requirements;	
11.6	Initiate revisions to corporate and department policies and procedures based on changes to license conditions or regulations.	
11.7	Conduct an annual review of the radiation safety program.	
11.8	Prepare an annual report of each licensed activity.	
11.9	Authorize the use, work procedures, and locations of use for radioactive material.	
11.10	Represent the Radiation Safety Program on committees and work groups.	
11.11	Maintain good relations with federal and provincial regulators and inspectors.	

50	Instrumentation and Equipment	
50.1	Ensure equipment is assessed to determine that it is appropriate for its intended use.	<b>CRPA Approved Course #2</b>  <b>Certificate of Completion attached</b>
50.2	Administer the use, and maintenance of personnel monitoring devices and instruments.	
50.3	Ensure radiation survey instruments are calibrated and serviced as required.	
50.4	Perform efficiency tests and document count rates corresponding to contamination levels for each isotope likely to be used with that instrument.	
50.5	Document results of equipment calibration and service.	
50.6	Analyze equipment results for trends that indicate sub-optimal performance.	
50.7	Advise on the use of personal protective equipment.	
50.8	Assess personal monitoring devices and assess new devices, as they become available.	

90	Emergency Procedures	
90.1	Develop procedures for dealing with emergencies involving radioactive material.	<b>See 'A' Preparing for Emergencies</b>
90.2	Advise on the handling of contaminated individuals to the Emergency Department.	
90.3	Advise departments on the handling of deceased patients who have had recent treatment and are a potential radiation source.	
90.4	Act as a resource for those responding to transport or other accidents involving radioactive material.	
90.5	Establish an emergency response team and conduct practice drills.	

#### A. “Basic Preparation for Radiation Emergencies” (Completion certificate attached)

Provider: EmergPro Inc., 123 Beta Street, Remtown.  
 Instructor: Millie Beck phone (555) 123-4567 Email:m.beck@scint.net Dates  
 Date: March 14, 2003  
 Course Outline: **Part 1**

8:00-9:00 Fundamentals of Classifying Emergencies  
 9:00-10:00 Types of Radiation Emergencies  
 10:00-10:30 BREAK  
 10:30-11:45 Basic Response to Radiation Emergencies  
 11:45-12:00 Available Resources  
 12:00-13:00 BREAK

#### **Part 2**

13:00-14:00 Regulations Relating to Reporting Emergencies  
 14:00-14:30 The Response Team  
 14:30-14:45 BREAK  
 14:45-17:00 Emergency Response Practice

Mr. Beam could also submit job descriptions that explain day-to-day responsibilities relating to each of the competencies or include samples of policies or material created which demonstrate an understanding of the competency. He should interpret the competencies as he sees fit and relate them to any area of prior learning even if specific courses do not appear to cover the material.

# APPENDIX 1

## Relevant Documents

The documents listed below can be downloaded from the locations indicated or obtained by contacting the Secretariat at [secretariat@crpa-acrp.ca](mailto:secretariat@crpa-acrp.ca).

Document	Location
<b>CRPA Professional Registration Process Document (this document)</b>	CRPA website: <a href="https://crpa-acrp.ca/professional-designation">https://crpa-acrp.ca/professional-designation</a>
<b>Curriculum Guide</b>	CRPA website: <a href="https://crpa-acrp.ca/professional-designation">https://crpa-acrp.ca/professional-designation</a>
<b>Core Level Competency Profile</b> <ul style="list-style-type: none"> <li>A sample cross-referenced CV and Competency Profile can be obtained by contacting the Secretariat at <a href="mailto:secretariat@crpa-acrp.ca">secretariat@crpa-acrp.ca</a>.</li> <li>A blank Competency Profile for completion is also available.</li> </ul>	CRPA website: <a href="https://crpa-acrp.ca/professional-designation">https://crpa-acrp.ca/professional-designation</a>
<b>Credit Summary Worksheet</b> <ul style="list-style-type: none"> <li>For tracking purposes only.</li> <li>A worksheet for submission will be included with the registration renewal notice.</li> </ul>	CRPA website: <a href="https://crpa-acrp.ca/professional-designation">https://crpa-acrp.ca/professional-designation</a>  CRPA Members' website: <a href="https://crpa.wildapricot.org">https://crpa.wildapricot.org</a> CRPA(R) Governance / Gouvernance du (A)ACRP page
<b>CRPA(R) Registration Maintenance - Leave of Absence Policy – ENG-FR</b>  <b>CRPA(R) Leave of Absence Application</b>	CRPA Members' website: <a href="https://crpa.wildapricot.org">https://crpa.wildapricot.org</a>  CRPA(R) Governance / Gouvernance du (A)ACRP page
<b>Retired CRPA(R) Policy – ENG-FR</b>  <b>CRPA(R) Declaration of Retirement</b>	