



Certification Handbook 2012

Examination Session
August 16th & 17th, 2012

Applications Welcomed
March 2 through May 11, 2012

*A Computer-Based Exam available at Prometric Test Sites
located throughout the world*



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Mission of the Medical Dosimetry Certification Board

The mission of the Medical Dosimetrist Certification Board (MDCB) is to steer the advancement of the Medical Dosimetry profession by establishing certification and continuing education standards to enhance quality patient care.

The purposes and objectives of the MDCB are to:

- Elevate standards and advance the cause of Medical Dosimetry by encouraging its study and improving its practice
- Determine the certification eligibility of Medical Dosimetrists and conduct examinations to test the cognitive capability of candidates
- Grant and issue certificates to successful candidates and offer a registry service to CMDs
- Recognize the continuing knowledge and skills of Medical Dosimetrists

Nondiscrimination Policy

The MDCB does not discriminate against any candidate for examination, certification or maintenance of certification because of disability, race, color, religion, creed, age, gender, national origin, ancestry, or any other protected classification under USA state or federal law.

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GENERAL INFORMATION

Description of the Medical Dosimetrist

The Medical Dosimetrist is a member of the radiation oncology treatment planning team who is thoroughly familiar with the physical and geometric characteristics of radiation equipment and radioactive sources commonly employed and has the education and expertise necessary to generate and evaluate radiation dose distributions and calculations. Medical Dosimetrists provide services and care to individuals facing serious and often life-threatening illness.

What is Certification?

Certification is a voluntary process by which a nongovernmental agency formally recognizes specialized knowledge, skills and experience in a designated area. Certification establishes the minimum standard in the specialty and offers recognition for those who have met this standard.

Certification in Medical Dosimetry offered by the MDCB represents a recognized standard of knowledge and education. Professionals working in the field of Medical Dosimetry can therefore demonstrate mastery of their specialization by meeting the MDCB's eligibility criteria, passing the examination and participating in the MDCB's ongoing Maintenance of Certification program.

A primary purpose of certification is protection of the public by providing a means of measuring knowledge through a standardized comprehensive examination. Because the Medical Dosimetrist provides services of critical importance to individuals facing life-threatening illnesses, it is beneficial for the general public as well as other healthcare providers to be able to recognize Medical Dosimetrists who have demonstrated minimal knowledge in the necessary subject areas. Certification is intended to define the field of Medical Dosimetry and to protect and promote the safety and health of individuals requiring the services of a Medical Dosimetrist.

Clinical experience in the area of Medical Dosimetry is therefore required for initial certification. The exam is designed for an individual who has actively practiced in the field for a minimum number of hours over a certain time period as outlined in each exam eligibility route. Current clinical experience in Medical Dosimetry must use the knowledge and skills described in the test specifications matrix included in this Handbook. Each candidate must therefore assess their own body of knowledge, skills and understanding of the specialty in deciding when to apply for the exam.

The objectives of certification in Medical Dosimetry can be summarized as follows:

1. To define the standards and advance the cause of Medical Dosimetry by encouraging its study and improving its practice;
2. To determine the knowledge of Medical Dosimetrists and to conduct examinations to test the qualifications of voluntary candidates;
3. To grant and issue certification in the field of Medical Dosimetry to candidates who meet eligibility criteria and educational standards; and
4. To serve Medical Dosimetrists and the associated health care community by maintaining a public registry of Certified Medical Dosimetrists who properly maintain certification in good standing.

Potential Benefits of Certification

Certification offers potential benefits for the professional, the employer and the public which may include:

- Creating a standard for professionals in a particular discipline.
- Identifying professional achievement.
- Offering validation of skills and knowledge and increasing professional credibility.
- Furthering knowledge in targeted area.
- Assuring the public and employers that the certificant has met rigorous requirements.
- Providing possible employment advantages over non-certified job candidates.

How was the Certification Exam Developed?

The MDCB was formed almost 25 years ago to address a need identified by the Dosimetry community in the USA to develop a certification that characterized Medical Dosimetry as a distinct clinical specialty. The MDCB remains dedicated to the validation, through certification, of a specialized body of knowledge for all professionals working in the field of Medical Dosimetry. The MDCB exam has been conducted annually since 1988 and will be conducted twice in 2012. Initially, volunteer subject matter experts identified areas of knowledge and practice for testing, developed appropriate test questions, and assisted with validation of the examination. The examination continues to be updated for relevancy to current practice through a Job Analysis Survey conducted every 5 years by Prometric. This methodology is designed to meet stringent certification industry standards and recognized best practice guidelines. An electronic survey examines more than 150 work-related task and knowledge statements, and is distributed to all MDCB certificants and AAMD members totaling over 4,000 professionals in the field of Medical Dosimetry. Volunteer content experts use this data to identify areas of knowledge for testing from the content domains identified and write exam questions to target those areas.

Use of the CMD Designation

Certified Medical Dosimetrist (CMD) is the professional designation granted by the MDCB. The CMD credential signifies that an individual has passed the MDCB examination and properly maintains certification in good standing. The MDCB grants limited permission to individuals who have met all of the certification eligibility criteria, passed the exam, and received the notification of certification from the MDCB to use the CMD designation that has been granted to them. Use of the CMD credential by individuals who have not been granted certification, or who have failed to properly maintain certification in good standing is prohibited. Improper use of the credential may result in disciplinary action.

The Certification Handbook

Note: The Certification Handbook ("the Handbook") is updated for each test administration and describes what is required of each candidate preparing to take the certification exam including valuable information about logistics, content, eligibility, and required procedures. Refer to it for guidance and instructions. For additional information please visit www.mdcb.org.

It is the personal responsibility of each exam candidate to ensure completion of the application by the deadlines outlined. He/she must be aware of the most current

information in regard to exam administration, eligibility, application requirements, deadlines, and adherence to the Ethical Standards of the MDCB. Candidates must meet the eligibility requirements in effect at the time of application.

The MDCB reserves the right to amend or modify the terms or conditions of testing and nothing contained in this Handbook shall be deemed a guarantee or warranty of any type or kind. The MDCB will settle any disputes, which may arise, based on information in the Handbook as well as information provided by Prometric, the testing company that administers the examination for MDCB.

EXAM APPLICATION AND CONDUCT

The Application

The application for the examination is an online process linked to www.mdcb.org. You may modify and/or supplement your application with additional information later. **All required elements (application, supporting documentation and full payment) must be submitted before review of your application will commence.** Electronic copies of required documentation are preferred in pdf, tiff or jpg format. Submission of large or inaccessible file formats may delay or prevent review of your application. **If your information remains incomplete at the time of the final application deadline it will be denied.** The application and all supporting documents received by the MDCB will be reviewed by the MDCB Eligibility Committee and staff only and will remain confidential.

Eligibility Criteria Changes Coming in 2013, 2015, and 2017

Effective for applications submitted for the 2013 exam, the Route 2 and 3 eligibility routes described in this Handbook will change and merge into a single route which will require the following:

- A Bachelors Degree in any field (with demonstrated foreign equivalency if your degree was obtained from a country other than the USA or Canada)
-OR-
An active registration in radiation therapy with The American Registry of Radiologic Technologists® (ARRT) or foreign equivalent.
- Completion of at least 5460 hours clinical Medical Dosimetry experience* during the six year period before the 2013 final application deadline (and since your confer date), under the direction of a certified Medical Dosimetrist or a medical physicist.
- Completion of 24 Continuing Education (CE) credits approved by the MDCB during your 5460 hours of clinical experience.

Effective for 2015, Route 1 and Route 2 candidates will be required to have a minimum of a Bachelors Degree.

Effective for 2017 there will be one standard for all applicants. Candidates will be required to have a Bachelors Degree and have graduated from a formal Dosimetry program accredited by the Joint Review Committee on education in Radiologic Technology (JRCERT) or foreign equivalent.

Eligibility Criteria for 2012 Exam

All certification candidates must meet the criteria in one of the following three eligibility routes:

*Please note: For exam eligibility purposes, "active clinical Medical Dosimetry experience in the field" is defined by the MDCB as experience in a medical setting creating clinically deliverable treatment plans for radiation oncology patients under the direction of two employees within your department who must be either certified Medical Dosimetrists (with active status on the CMD Verification page on the MDCB website) or medical physicists. These two references will be contacted directly by the MDCB to attest to the length and content of your experience to supplement your online application. The total length of clinical experience required by your eligibility route must be verified by these two references. Two references must be identified for each work experience needed to meet the clinical Medical Dosimetry experience requirement. For example, if you have worked in different institutions during this time, two additional people will be required to verify the second portion of your experience.

Further instructions will be provided during the online application process which is located at www.MDCB.org.

Route 1 Eligibility Criteria

- Graduation from a USA Joint Review Committee on Education in Radiologic Technology (JRCERT) accredited Dosimetry program of at least twelve (12) months. A copy of the official diploma and its corresponding official transcript from the JRCERT accredited Dosimetry program must be submitted during the online application. These two documents must match the name on the application or an official name change decree must accompany your application.

Please note:

The MDCB will provide an aggregated score report for each JRCERT accredited Dosimetry program. The purpose of providing the score report is only for programmatic assessment, evaluation, and accreditation. The report is not to be used to either publically report or determine individual student results. The MDCB expects each program director to use their score report in a moral and ethical manner. If you have any questions, please contact the MDCB.

A current listing of JRCERT accredited Dosimetry programs is located at <http://www.jrcert.org/index.html>

Route 2 Eligibility Criteria

- Graduation with a Bachelors Degree (BS) in a science related to Medical Dosimetry. A copy of the official diploma and its corresponding official transcript must be submitted during your online application. These two documents must match the name on the application or an official name change decree must accompany your application.

Transcripts will be reviewed to ensure evidence of minimum course work in general or medical physics, physiology, anatomy, pre-calculus or calculus mathematics. Related science degrees may include but are not limited to non-JCERT accredited Dosimetry, radiation therapy or radiologic science, biophysics, mathematics, chemistry, etc.

It is the responsibility of **international candidates** to submit all required documentation in English and to demonstrate "foreign equivalency" of the related science degree submitted by providing documentation from one of the following organizations recognized by the MDCB: **The Foundation for International Services, Inc. (FIS), OR the International Education Research Foundation (IERF)**. All documentation that is reviewed by the FIS or IERF must be evaluated on a "course-by-course" basis. If you are living in the USA/Canada but have transcript/diploma documentation that was obtained from any other country, it must be evaluated for US equivalency by the FIS or IERF.

-OR-

- Registration in radiation therapy at state or national level with The American Registry of Radiologic Technologists® (ARRT) or foreign equivalent, i.e. AIR, CAMRT, OAMRT, SOR. Other foreign equivalents not referenced will be considered. A copy of your current registration card must be submitted during the online application.
- Active practice in the field for at least 3640 hours *as defined above, (based on 35 hours per week full-time for two years or equivalent) during the six (6) year period prior to May 11th, 2012 (and since your academic completion/confer date).
- 12 Continuing Education (CE) credits approved by the MDCB completed during your 3640 hours of clinical experience. **Beginning January 1, 2013 any dosimetry review courses completed after that date will not be approved for continuing education credits.**

Route 3 Eligibility Criteria

- Graduation with a minimum of an Associates Degree (AAS or AS) OR a Bachelors Degree (BA) in any subject (Arts, English etc.). A copy of this official diploma and its corresponding official transcript must be submitted during your online application. These two documents must match the name on the application or an official name change decree must accompany your application.

It is the responsibility of **international candidates** to submit all required documentation in English and to demonstrate "foreign equivalency" of the degree submitted by providing documentation from one of the following organizations recognized by the MDCB: **The Foundation for International Services, Inc. (FIS), OR the International Education Research Foundation (IERF)**. All documentation that is reviewed by the FIS or IERF must be evaluated on a "course-by-course" basis. If you are living in the USA/Canada but have transcript/diploma documentation that was obtained from any other country, it must be evaluated for US equivalency by the FIS or IERF.

- Active practice in the field for at least 5460 hours *as defined above, during the six (6) year period prior to May 11th, 2012 (and since your confer date), based on 35 hours per week full-time for three years or equivalent.
- 12 Continuing Education (CE) credits approved by the MDCB completed during your 5460 hours of clinical experience. **Beginning January 1, 2013 any dosimetry review courses completed after that date will not be approved for continuing education credits.**

Eligibility Criteria for Re-examination

- **All** applicants will be required to submit a full application. Details of all previous MDCB exam applications must be provided as part of this application.

If you have taken the exam in the past and failed more than 3 times since 2006 you must comply with the **“Three Attempt Rule”** as follows.

Starting in 2006, all exam candidates will be subject to a three attempt rule in which a candidate who has failed the exam on the third attempt will not be eligible for examination for two calendar years. After the two year waiting period the applicant may submit another full application for examination which must show evidence of:

- Additional active practice in the field for at least 3640 hours as defined above, (based on 35 hours per week full-time for two years or equivalent) since your last exam attempt.
- An additional 12 Continuing Education (CE) credits approved by the MDCB completed during your additional experience. **Beginning January 1, 2013 any dosimetry review courses completed after that date will not be approved for continuing education credits.**

Anyone applying for re-examination may be asked to provide proof that you have previously taken or been deemed eligible to sit for the exam. The MDCB reserves the right to request additional documentation if necessary.

Please note: Withdrawal prior to the exam will not be regarded as an attempt.

Instructions for Completing the Application

The Application is available at <https://mdcb.learningbuilder.com>

- Click on the orange button "Register as an Applicant" on the left hand side of the index page at <https://mdcb.learningbuilder.com>.
- Complete all the fields of the profile information.
- Be sure to complete your name as it appears on the government photo identification that you will be presenting at the test center on the day of your exam or you will not be permitted admission to write the exam at that time.
- If your name is now different than the name that appears on the documentation you will be providing to complete your application, before submitting your application, upload the legal document that references your name change.
- If you require ADA accommodations, before submitting your application, upload signed documentation from the medical professional that can attest to your requirements.
- Include the email address with which the MDCB and Prometric, the test vendor should communicate with you.
- Include the mailing address
- Reapplicants may be required to resubmit all the documentation required for their particular Route to Eligibility.
- Once you have completed your profile information and reviewed and determined for which route to eligibility you qualify, select the appropriate application, i.e. Route 1, 2 or 3 and complete the "Examination Fee" portion of the application.
- Be sure you have gathered all required documentation before you begin to complete the application.
- Documentation not provided as requested will result in a "Conditional Denial" status and will be returned to the candidate for correction within a specified period of time.

Route 1 Candidates:

Academic Requirements;

- Select the JRCERT accredited Dosimetry program you attended from the drop down menu.
- Enter the date the program ended.
- Confirm your agreement to release your scores to your program director
- Upload a scan of your official diploma in a pdf, tiff or jpg format only. Be sure the entire document is visible in the scanned document.
- Upload a scan of your official transcript that corresponds to your diploma in a pdf, tiff or jpg format only. Be sure the entire document is visible in the scanned document.

Re-applicant:

- Please indicate the number of your previous attempt(s).

Submit Your Application

Route 2 Candidates:

Educational Requirements:

- Select either the "ARRT or Foreign Equivalent" **OR** "Academic Transcript for BS in Science" option that corresponds to the eligibility criteria for which you qualify. Do not include both.
- **ARRT or Foreign Equivalent applicants select the organization that is applicable from the drop down menu.**

- Provide your registration number for the organization.
- Provide the expiration date of your registration with the organization.
- Submit a scan of your current ARRT card or foreign equivalent with an expiration date of May 11th or later. No substitution will be accepted for the ARRT card or foreign equivalent.


–OR–

- **Academic Transcript for BS in Science**
- Complete the name of the institution from which you received your BS degree
- Identify the major you completed at the institution
- Upload a scan of your official diploma in a pdf, tiff or jpg format only. Be sure the entire document is visible in the scanned document.
- Upload a scan of your official transcript that corresponds to your diploma in a pdf, tiff or jpg format only. Be sure the entire document is visible in the scanned document.
- If you received your BS in an institution outside the US or Canada, please upload your foreign equivalence evaluation from either FIS or IERF.

Clinical Experience:

- Identify the institution(s) where you completed your 3,640 hours experience in Medical Dosimetry. Work History must have been completed no more than six (6) years prior to the year of the application.
- Identify your job title.
- Identify dates you worked at each institution.
- Identify the number of hours at each institution.
- Provide two references for each job experience with their role (CMD or Physicist) and an e-mail address for each reference.

Continuing Education:

- Click on the blue "Find Activity" button.
- Enter your Search criteria and select the orange Search button. Start with a Broad Search by using Keyword or Course Number and no other Search criteria.
- Click the orange "Select" button for the Course you wish to add to your Application. The activity submitted must have been completed no more than three (3) years prior to the year of the application.
- Now it is added to your learning plan, you can upload a file and submit the activity for review.
- You will need to add and submit a minimum of 12 credits with documentation to your application. The activity number for the activity you select must correspond to the activity number on your documentation. The date you completed the activity must be between the activity start and end dates identified. Please click on the blue button  next to the activity number to determine the start and end date. If an activity you have submitted is rejected, you can determine the reason for rejection by clicking on the magnifying glass icon next to the activity and reviewing the rejection message.
Beginning January 1, 2013 any dosimetry review courses completed after that date will not be approved for continuing education credits.

Re-applicant

- Please indicate the number of your previous attempt(s).

Submit Your Application

Route 3 Candidates:


Educational Requirements:

- Complete the name of the institution from which you received your degree.
- From the drop down menu select the degree you earned.
- Identify the major you completed at the institution.
- Upload a scan of your official diploma.
- Upload a scan of your official transcript that corresponds to your diploma.
- If you received your degree in an institution outside the US or Canada, please upload your foreign equivalence evaluation from either FIS or IERF.

Clinical Experience:

- Identify the institution(s) where you completed your 5,460 hours experience in Medical Dosimetry. Work History must have been completed no more than six (6) years prior to the year of the application.
- Identify your job title from the drop down menu
- Identify dates you worked at each institution.
- Identify the number of hours worked at each institution.
- Provide two references for each job experience with their role (CMD or Physicist) and an e-mail address for each reference.

Continuing Education:

- Click on the blue "Find Activity" button.
- Enter your Search criteria and select the orange Search button. Start with a Broad Search by using Keyword or Course Number and no other Search criteria.
- Click the orange "Select" button for the Course you wish to add to your Application. The activity submitted must have been completed no more than three (3) years prior to the year of the application.
- Now it is added to your learning plan, you can upload a file and submit the activity for review.
- You will need to add and submit a minimum of 12 credits with documentation to your application. The activity number for the activity you select must correspond to the activity number on your documentation. The date you completed the activity must be between the activity start and end dates identified. Please click on the blue button  next to the activity number to determine the start and end date. If an activity you have submitted is rejected, you can determine the reason for rejection by clicking on the magnifying glass icon next to the activity and reviewing the rejection message.
Beginning January 1, 2013 any dosimetry review courses completed after that date will not be approved for continuing education credits.

Re-applicant

- Please indicate the number of your previous attempt(s).

Submit Your Application



Application Deadlines

Applications may be submitted from March 2nd until May 11th, 2012:

- 1) Regular Application Deadline (without late fee) at 11:59pm EST, April 27th, 2012.
- 2) Final Application Deadline (with late fee of \$75) at 11:59pm EST, May 11th, 2012.

All applications that are incomplete or unpaid after the Final Application Deadline will be deemed ineligible.

Fees

Payment must be made when submitting the online application with a credit card in U.S. dollars. Debit cards are not accepted.

Application Fee: \$ 200

A non-refundable application fee is required of all candidates.

Exam Fee: \$ 375

An exam fee must be submitted for each request to take the exam, including re-applications.

Late Fee: \$ 75

A late fee is required for applications submitted after the Regular Application Deadline until the Late Application Deadline. Applications received from 11:59 pm EST March 2nd until 11:59 pm EST, May 11th, 2012 will be deemed late).

Absolutely no refunds will be issued to candidates who are deemed ineligible, withdraw their application, withdraw from the exam once deemed eligible or are a “no-show” on the day of the exam. A \$250 “no-show” fee will be assessed on the succeeding application.

The Application Process

Before candidates can sit for the exam, they must:

- (A) Submit a complete application which meets the MDCB's eligibility requirements and pay for the exam by the final registration deadline.
- (B) Receive an Authorization to Test (ATT) letter.
- (C) Contact Prometric to schedule a location at which to take the computer-based exam.

(A) Submitting a complete application

- All applications must be submitted online through the MDCB CE Center at <https://mdcb.learningbuilder.com>.
- Review the criteria for the routes to eligibility carefully to determine the route for which you will submit an application.
- Submit your application once to avoid duplication of fees. You may initiate your application and modify and/or supplement this with additional information later.
- Electronic copies of required supplementary documentation are required and should be uploaded in pdf, tiff or jpg format only. Submission of large or inaccessible file formats may delay or prevent review of your application. Applications and supporting documentation must be typed or clearly hand-printed.
- All regular communication with candidates will be handled via the application website only.

- All required elements (application, supporting documentation and full payment) must be submitted before review of your application will commence. If your information remains incomplete at the time of the final application deadline it will be denied.
- **It is the candidate's responsibility to ensure his/her application is complete and accurate, including the submission of any attachments applicable.**
- The MDCB is the sole and only judge of each candidate's qualifications to sit for the MDCB Certification Exam. In consideration of the individual exam candidate's application, the moral, ethical and professional standing will be reviewed and assessed by the board; the board may make inquiry of the persons named in the application form and of such persons as the Board deems appropriate with respect to moral, ethical and professional standing.

Special Accommodations

The MDCB will provide reasonable accommodations for exam candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). Requests for special accommodations must be made as indicated during the online application process.

(B) Receiving the Authorization to Test (ATT) letter

- Responses to all candidates will be available online during the week of May 28 (and no later than June 1).
- For applications that have been reviewed and accepted, exam candidates will receive an emailed Authorization to Test letter (ATT) no later than 45 days before the exam.
- If the MDCB has approved a Special Accommodations Request, the candidate will receive a Notice of Approval from the MDCB along with the Authorization to Test letter.
- If any candidate whose application has been accepted loses the confirmation or has not received a confirmation two weeks before the test date, he or she should immediately contact the MDCB (Toll Free) at 866-813-MDCB (6322).

How to Appeal Denied Application Status

- For applications that have been reviewed and denied, candidates will receive responses online during the week of May 28th (and no later than June 8th).
- Written responses will also be sent via certified mail. Responses will include information describing how to submit an appeal to contest the decision of ineligibility.
- If an applicant has been denied he/she will be provided one (1) appeal attempt for the current application process.
- Applicants who believe that they have met the eligibility requirements as stated may appeal decisions of ineligibility once only. However, the eligibility requirements themselves may not be appealed.
- Appeals letters requesting reconsideration of applications must indicate the specific findings of ineligibility being contested and provide evidence of meeting those findings. Candidate must provide documentation that supports his/her claim. The eligibility committee will review the appeal and furnish a decision. Appeal documentation must be submitted to the appeals portion of the application by the MDCB by 11:59 pm EST June 8th 2012.
- Responses to appeals will be provided during the week after June 13th 2012.
- The decision regarding appeals is final and cannot be reversed.
- If the applicant is still deemed ineligible he/she may register again and pay another examination fee at a later date.

(C) Contacting Prometric to schedule a computer-based exam location

- Prometric will not schedule an exam location unless you are in possession of an ATT and the test registration # included with your ATT.
- Instructions on how to schedule an exam location with Prometric will be included with the ATT. For more information on Prometric, go to the website: www.prometric.com
- Once the candidate has completed online scheduling of an exam location with Prometric, an electronic confirmation will be sent to the candidate containing the candidate's name, identification number, address of the test center, the date of the test, and name of the test.
- If the candidate is registering by phone using the toll-free number, the candidate must give the Prometric operator his or her email address to receive an electronic confirmation.
- The exam will be administered at Prometric computer-based test centers throughout the USA and Canada. Prometric also has many other international test site locations. The exam will be administered in International locations upon request.
- The MDCB does not provide recommendations for hotels at test centers. It is the exam candidate's responsibility to make his/her own hotel and travel arrangements for the exam.
- If the MDCB has approved a Special Accommodations Request, the candidate will receive a Notice of Approval from the MDCB along with the Authorization to Test letter. Candidates who have had Special Accommodations Requests approved by the MDCB must call Prometric's special conditions coordinator at 800-967-1139 to schedule an exam location.

Communication Regarding the Authorization to Test

After eligibility status has been determined, the candidate will be notified by email. Eligible, registered candidates will be sent an admission ticket 45 days prior to the test date. If you do not receive your Authorization to Test (ATT) within 45 days in advance of the scheduled test date, please forward an email to info@mdcb.org with the subject line: "Missing ATT" to expedite receipt of your ATT.

Requirements for Admittance to the Test Center

Candidates must present one (1) valid, non-expired form of government issued identification and will be asked to request a signature prior to being admitted into the exam center. The identification documents must:

- Be government-issued (e.g., driver's license, passport, state-issued identification card or military identification card). Please be sure to check the dates on your government-issued identification before the day of the test;
- Contain both a current photo and the candidate's signature; and
- Have a name that exactly matches the name on the confirmation ticket (including designations such as "Jr." and "III").

Candidates who cannot provide the identification listed above, should contact Prometric before scheduling their exam location to arrange an alternative way to meet this requirement.

Important: Failure to provide appropriate identification at the time of the exam is considered a missed appointment. If a candidate misses the exam appointment, the candidate's exam fee will be forfeited and the candidate

will be required to register again, submit another examination fee and a “no show” fee at a later date.

- Upon entrance to the test center, all candidates may be subject to fingerprint scans emptying of pockets and security wand.

Examination Arrival Time

Candidates must arrive 30 minutes prior to the test time. The total seat time is 270 minutes. The total test time is 230 minutes. Candidates will be required to review a tutorial prior to the exam and complete a post-exam survey.

Late Arrival

Candidates will not be permitted to take the exam if they present themselves more than fifteen (15) minutes after the scheduled start time for taking the exam. They will be refused admittance to the exam and must reschedule according to MDCB policy. Please familiarize yourself with the location of the exam site before the day of the test.

Rescheduling

Applicants approved to sit for the exam for a specific exam date are required to sit for the exam for which they have been approved. Any applicant who determines s/he requires a change in date to sit for the exam must request a date change in writing addressed to the MDCB headquarters office prior to the late application deadline. Candidates will not be able to postpone their exam date any further than the next immediate exam date. **Once the late application deadline passes, no applicant will be able to reschedule their exam nor will a refund be issued for either the exam or application fee.** In addition, if the candidate chooses not to sit for the exam date originally scheduled, the applicant must apply as a re-applicant and resubmit all fees.

Withdrawal

A candidate who has been deemed eligible to sit for the MDCB exam may withdraw at anytime **prior to the day of the exam**. Candidates who intend to withdraw before the exam date, must email intent to withdraw to info@mdcb.org with the subject line “Intent to Withdraw.” No refund will be issued to candidates who have been approved to sit for the exam but withdraw from the exam prior to the exam date. Candidates who withdraw will be required to reapply to sit for exam. If candidate reports for the exam he/she can no longer withdraw.

Test Center Rules

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in the disqualification of the candidate’s examination. Candidates who are disqualified will not receive a refund for test fees.

- Candidates should not call their individual test centers regarding instructions to take the exam. **Test centers are not advised of MDCB protocols until just before the exam date.**
- Candidates are admitted only to their assigned test center.

- Candidates should arrive 30 minutes prior to their scheduled exam time for registration and check in.
- Candidates arriving more than 15 minutes after the scheduled exam will not be admitted.
- No guests are permitted in the examination rooms.
- No reference material, books, papers, or personal items (purses, briefcases, coats etc.) are allowed in the examination room.
- No electronic devices are permitted in the examination room, including telephones, signaling devices such as pagers and alarms, personal digital assistants (PDAs) and other handheld computers.
- Candidates will be required to bring a silent, hand-held, solar or battery-operated scientific calculator to perform mathematic calculations related to test questions. Alpha, programmable or paper-tape calculators are NOT permitted. The use of a calculator that does not meet this description constitutes grounds for immediate dismissal from the test. Candidates must supply their own equipment. Borrowing of equipment during the test is not permitted. All calculators will be checked prior to the examination.
- Upon being escorted to your testing station, the Test Center Administrator will launch your exam session. You must confirm your identity on the first screen. **You have one minute to confirm your identification or your exam session will be terminated.**
- Food and beverages are not allowed in the test center. Tobacco products and gum may not be used during the examination.
- No weapons or instruments that may reasonably be used as weapons may be brought into the examination room.
- Candidates will be provided with two (2) erasable note boards to use during the examination. The note board must be returned to the test center administrator at the completion of testing or the candidate will not receive a score report.
- No test materials, documents or memoranda of any sort are to be taken from the examination room.
- Candidates may not communicate with other candidates during the examination;
- Test center administrators are authorized to maintain secure and proper test administration procedures, including relocation of candidates.
- If at any time during the test a candidate has a problem with his or her computer or needs the test center administrator for any reason, the candidate should raise his or her hand.
- Test center administrators are not allowed to answer any questions pertaining to the test content.
- If a candidate does not understand a question on the test, he or she should answer the question to the best of his or her ability.
- Breaks are not scheduled during the exam. Candidates are permitted breaks on an individual basis, but no additional time is given to candidates who take breaks;
- Candidates who must leave the examination room must receive permission from the test center administrator and may be escorted while outside the examination room;
- Candidates will not be allowed to talk during rest room breaks. Those who do will be denied re-admittance to the examination room, forfeit all fees, and will not have their exam scored.
- Candidates will be provided with a survey at the end of the exam to comment on any question they believe is misleading or deficient in accuracy or content or comments on the exam administration.

Emergencies

Every attempt will be made to administer all examinations as scheduled. However, should any problems occur due to the testing vendor Prometric, the exam will be rescheduled as determined by the MDCB at no cost to the candidate.

If the exam is unable to be administered or if any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, a natural disaster or other unforeseen emergencies beyond control of the candidate as determined by the MDCB, the candidate may receive an extended testing window (to be determined on an individual basis) and be allowed to reschedule the examination without incurring a re-examination fee.

MDCB Examination Design

Structure

The MDCB offers the certification examination to professionals working in the field of Medical Dosimetry.

The examination contains 155 multiple choice questions. The time allowed for completion is 3 hours and 50 minutes. The examination is administered in English only.

The test content outline below identifies the areas that will be included in this year's exam (as derived from the 2009 Job Task Analysis). The percentage and number of scored questions in each of the major categories is shown below.

Test Specification Matrix 2010-2014

MDCB Test Specification Matrix: Revised August 2009 based on the Medical Dosimetry Job Task Analysis		-
Content Outline Category		% Weight
I. RADIATION PHYSICS		16%
A. Radioactivity		
B. Production of x-rays		
C. Interaction of radiation with matter		
D. Treatment machine characteristics (e.g., linear accelerator, cobalt 60, orthovoltage, superficial x-rays)		
E. Imaging modalities (e.g., MRI, PETs, CT, ultrasound, SPECT, KV, MV cone beam)		
F. Imaging modalities(e.g., linear accelerator, cobalt 60, orthovoltage, superficial X-rays)		
G. Radiation units (e.g., activity, exposure, absorbed dose, and dose equivalent, radiation monitoring)		
II. DOSE CALCULATION METHODS		20%
A. Applied mathematics (e.g., geometry, trigonometry)		
B. Basic external beam calculations (computer and manual) calculations (e.g., electron and photon beam)		
C. Effects of beam modifying devices (e.g., wedges, bolus, partial transmission blocks, compensators)		
D. Irregular field calculations		
E. Special calculations (e.g., off axis, gap calc, entrance/exit dose)		
F. Manual corrections for tissue inhomogeneities		
G. Dose normalization calculations (e.g., ICRU standards)		
III. TREATMENT PLANNING		30%
A. Isodose curve parameters		
B. Isodose distributions		
C. Electron beam dose distributions		
D. Beam energy selection		
E. Radiobiology [e.g., dose tolerances, hypofractionation, time dose fractionation (tdf) calculations, biologic modeling]		
F. Dose volume histogram (dvh) (e.g., differential, cumulative)		
G. IMRT, ARC therapy		
H. Cross-sectional anatomy (e.g., site specific clinical oncology)		
I. Treatment machine limitations		
J. Special procedures (e.g., TBI, TSEI, IORT, SRS, SBRT)		
K. Algorithms (e.g., treatment planning software, calculation)		
IV. LOCALIZATION		10%
A. Acquisition of patient data		
B. Patient positioning		
C. Ancillary treatment devices (e.g., breast board, bite block)		
D. Treatment simulations (e.g., conventional simulations, CT simulations, PET-CT, 4D)		
E. Medical imaging with application to radiation oncology		
F. Digitally Reconstructed Radiograph (DRR/DCR)		
G. Image registration (image fusion)		
H. IGRT (e.g., CBCT, ultrasound guidance, KV-KV, MV-MV, infrared, fluoroscopy, CT on rails, fiducials)		
I. Patient immobilization techniques		
J. Site specific organ motion (e.g., bladder extension, respiratory motion)		

V. BRACHYTHERAPY	6%
A. Radioactive source characteristics	
B. Dose distributions	
C. Dose calculations	
D. Source localization	
E. Applicators	
F. HDR, LDR, MDR, IORT, Balloon catheter brachytherapy, permanent seed implants	
G. Dose rate (ICRU 58, and applicable AAPM Task Group reports)	
VI. RADIATION PROTECTION	5%
A. Maximum permissible dose equivalent based on NCRP recommendations	
B. Time, distance, and shielding (e.g., ALARA)	
C. Brachytherapy source handling and storage	
D. Structural shielding design	
VII. QUALITY ASSURANCE	5%
A. Treatment and simulator equipment	
B. Treatment planning computer	
C. Clinical data (e.g., chart reviews, film reviews, plan checks)	
D. Brachytherapy	
E. Record and verify units	
F. Hounsfield units conversion to CT density table in treatment planning systems	
G. Measurement equipment	
VIII. PROFESSIONAL RESPONSIBILITIES	2%
A. MDCB Code of Ethics	
B. AAMD MDCB Scope of Practice	
C. Standard Precautions	
D. Responsible fiscal practices (billing)	
E. Health insurance portability (referred to as HIPPA in the United States)	
IX. FUNDAMENTALS OF COMPUTERS	6%
A. Data importing and exporting (e.g., DICOM)	
B. Computer systems management (e.g., archiving and backup, routine maintenance)	
C. Basic computer terminology (e.g., CPUs, ROM, RAM, binary)	

MDCB Practice Tests for Purchase

The MDCB publishes study guides periodically which may be purchased at www.MDCB.org. Three (3) sets of study guides are available.

The MDCB does not endorse pass rates guaranteed by any Medical Dosimetry review course provider. Only the MDCB can warrant the validity of pass rates for the MDCB exam.

Sample Questions

Type "A" Items. This section contains questions or incomplete statements followed by five options. Choose the best options in each case.

1. A cork or bite block should be placed in the patient's mouth to avoid unnecessary irradiation of the tongue and floor of mouth when simulating and treating the:
 - A. Tonsillar area
 - B. Maxillary Antrum
 - C. Larynx
 - D. Patorid
 - E. Trachea
2. In a lateral radiograph of the pelvis, the prostate gland can generally be localized at the level of the:
 - A. Roof of the acetabulum
 - B. Sacral Promonotory
 - C. Trochanteric area of the femur
 - D. Pubic Symphysis
 - E. Coccyx
3. The average life of a radioactive isotope with a half-life of 8 days would be:
 - A. 4.0 days
 - B. 5.5 days
 - C. 8.0 days
 - D. 11.5 days
 - E. 16.0 days

Type "K" Items. In each question ONE or MORE of the options is/are correct.

- Choose:
- A if (1), (2) and (3) are correct
 - B if (1) and (3) are correct
 - C if (2) and (4) are correct
 - D if only (4) is correct
 - E if all are correct
4. Film Dosimetry may be used in a linear accelerator quality assurance program to check:
 1. Light and radiation field coincidence
 2. Dose constancy
 3. Field flatness and symmetry
 4. Relative output factors

Choose: A if (1), (2) and (3) are correct
B if (1) and (3) are correct
C if (2) and (4) are correct
D if only (4) is correct
E if all are correct
 5. Penumbra width for a Cobalt-60 unit decreases with an increase in:
 1. Source Size
 2. Depth
 3. Source-skin distance
 4. Source-collimator distance

Choose: A if (1), (2) and (3) are correct
B if (1) and (3) are correct
C if (2) and (4) are correct
D if only (4) is correct
E if all are correct
 6. Isodose charts for megavoltage beams:
 1. show a decrease in dose near the edges of the beam
 2. may be normalized at the point of maximum dose on the central axis or at a fixed distance along the central axis in the irradiated medium
 3. are measured by means of ion chambers, solid state detective, or radiographic film
 4. must be corrected for surface contour irregularities

Choose: A if (1), (2) and (3) are correct
B if (1) and (3) are correct
C if (2) and (4) are correct
D if only (4) is correct

E if all are correct

7. Parent and daughter radioactive isotopes are said to be in secular equilibrium when they:
- Are equal in atomic weight.
 - Have the same half-life.
 - Have a constant ratio of activity.
 - Emit equivalent gamma energies
 - Have the same average life.
8. The most important prognostic factor in breast cancer is the:
- Size of the tumor.
 - Age of the patient.
 - Status of the axillary nodes.
 - Quadrant of origin within the breast.
 - Menopausal status.
9. Dose volume histograms (DVH) are useful to:
- Provide a graphic display of dose to the target.
 - Optimize the radiation treatment in a reasonable time.
 - Give a good representation of the dose received by the normal structures.
 - Indicate precisely the extreme dose (hot spot) in the volume treated.
- (1), (2), and (3) only are correct.
 - (1) and (3) only are correct.
 - (2) and (4) only are correct.
 - (4) only is correct.
 - All are correct
10. Disregarding the effects of tissue inhomogeneity can result in errors in delivered dose that are:
- Inversely dependent on photon energy.
 - Directly dependent on the dimensions of the inhomogeneity.
 - Dependent on the depth of the inhomogeneity.
 - Insignificant at 4 MV
- (1), (2), and (3) only are correct.
 - (1) and (3) only are correct.
 - (2) and (4) only are correct.
 - (4) only is correct.
 - All are correct

Answers to Sample Questions

- B
- C
- D
- B
- D
- E
- C
- C
- B
- A

Selected References

Some test questions may be verified from the items below but other questions may be verified in materials not listed. These references were used to develop test questions; this list is not intended to be all-inclusive. This reference list contains journals, textbooks, and websites that include information of significance to Medical Dosimetry. Exam questions are written from the core references. Supplemental references are for background and additional information. Use of the references does not guarantee a passing score on the test.

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International Commission on Radiation Units and Measurements (ICRU) Report 62. (1999) *Prescribing, Recording and Reporting Photon Beam Therapy (Supplement to ICRU Report 50)*. Bethesda Maryland, International Commission on Radiation Units and Measurements.

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Levitt, S.H., & Tapley, N. (2006) **Technological Basis of Radiation Therapy: Practical Clinical Applications**, 4th edition, Philadelphia: Lea and Febiger.

Mundt Arno J., Roeske J.C. (2004) **Intensity Modulated Radiation Therapy: A Clinical Perspective**, 1st edition Pmph Usa.

National Council on Radiation Protection & Measurements (NCRP) AND The American Association of Physicists in Medicine (AAPM) Task Group Reports (USA Guidelines Will Be Used)

Perez, C.A. & Brady, L.W., (2004) **Principles and Practice of Radiation Oncology**, 4th edition, Philadelphia: J.B. Lippincott Company.

Podgorsak E.B., (2005) **Radiation Oncology Physics: A Handbook for Teachers and Students**, International Atomic Energy Agency.

Van Dyk J (Editor), (2005) **The Modern Technology Of Radiation Oncology: A Compendium For Medical Physicists And Radiation Oncologists, Vol. 2**. Medical Physics Publishing Corporation.

Williamson, et al (Editor) (1994) **Brachytherapy Physics: AAPM Summer School**, Medical Physics Publishing.

RTOG Atlas online

Washington C.M., Leaver D.T. (Editor) (1996) **Physics, Simulation, and Treatment Planning**, 1st edition.

Examination Results

Approximately 5 weeks after the examination, scores are mailed to candidates by Prometric. The exams are graded electronically and the collective data reviewed and analyzed by a Ph.D. psychometrician/statistician. Several quantitative indicators are used by the psychometrician to help determine the reliability and validity of the collective examination scores. Examples of these parameters include the r-biserial, p-values, and equator values. The r-biserial statistic compares the statistical relationship on each question for examinees based on their performance on the question and the test as a whole; the p-value statistic analyzes the percentage of examinees who have gotten a question correct; and the equator values analyze statistical relationships between previous and current questions. These are only a small component of the overall values collectively psychometrically analyzed.

The MDCB exam is a pass/fail exam. Actual scores are not provided. Fail reports with detail will be provided, in order that candidates may assess their performance in each of the content areas. The results of the exam will remain confidential and are provided only to the exam candidate and the MDCB. An aggregate score for all Route 1 candidates will be provided to program directors of each JRCERT program. Successful candidates will receive a wall certificate and earn the right to use the title "Certified Medical Dosimetrist".

CMD candidates can be assured of the validity of the score reporting. Every examination is initially scored in the test center, second in the operational scoring system at Prometric's data center, and third by an independent Prometric statistical system, and the scores from these three systems are compared to be certain that the same results are produced.

Certification and Acceptance - General Guidelines

This section applies to, but is not limited to test conditions, test security and test validity.

The Medical Dosimetrist Certification Board shall either retain or reserve the sole right to determine whether or not scores on the examination are valid or invalid. The acceptance of a candidate's application to take the examination or the scoring thereof or the release of said test results to any party shall not act in any way to amend the right of the Medical Dosimetrist Certification Board to determine whether such the scores achieved thereon are valid or invalid in whole or in part. A determination that an examination and the scores achieved thereon are invalid may be made at any time by the Board. The Board also reserves the right to cancel any scores that may already have been reported when subsequent information raises doubt of reported score validity.

Unlike cases of individual candidate misconduct, occasionally testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g., natural disasters and other emergencies). When group testing irregularities occur, Prometric will conduct an investigation to provide information to the Board. Based on this information, the Board may direct Prometric either not to score the test or to cancel the test score. When it is appropriate to do so, the Board will arrange with Prometric to give affected test takers the opportunity to take the test again as soon as possible, without charge. Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

Confidentiality and Conduct Agreement

When a candidate applies to take the examination, he or she is demonstrating his/her understanding of and agreement to conform to the level of professionalism and ethics expected by the Medical Dosimetrist Certification Board in relation to test taking and must comply with the MDCB Ethical Standards. The MDCB Ethical Standards are available at www.mdcb.org. By making application to sit for the examination, candidates are acknowledging their understanding that the examination and its contents are proprietary and confidential. Candidates are prohibited from disclosing or reproducing any portion of the examination in any fashion or from recreating or attempting to recreate any portion of the examination or any test item for any reason. Candidates are prohibited from dissemination of any information concerning test content to any individual or any entity for any purpose whatsoever. Any conduct which the Medical Dosimetrist Certification Board reasonably believes to be designed or intended to breach test security or to disseminate examination content may result in the invalidation of test scores and may result in civil and/or criminal prosecution. The Ethical Standards apply to persons holding certification credentials from the MDCB and to persons applying for examination and certification by the MDCB in order to become Certified Medical Dosimetrists.

Any candidate's conduct during or following the examination which the Medical Dosimetrist Certification Board reasonably believes to be in violation of the foregoing

conditions may result in score cancellation. Candidates agree and understand that test scores may be cancelled if there is reason to believe through test administrator observations, statistical analysis and/or other evidence that any test score or scores may not be valid or that any candidate was engaged in collaborative, disruptive, or other unacceptable behavior during or after the administration of the examination.

Candidate Misconduct

The Medical Dosimetrist Certification Board administers an examination which serves an important public function, and no misconduct will be tolerated.

In an instance where the Medical Dosimetrist Certification Board believes individual candidate misconduct may have occurred, the candidate is notified and may be given an opportunity to provide additional information.

If, during the administration of an examination, a test administrator believes misconduct is taking place, certain options shall be available to the test administrator.

1. A test administrator may dismiss a candidate from the test and report that to The Medical Dosimetrist Certification Board, stating the reason that the action was taken.
2. A test administrator may choose not to dismiss a candidate from the test; however, under such circumstances, the test administrator will file an irregularity report with the Medical Dosimetrist Certification Board, describing his or her observations.

In either event, when a test administrator reports that a candidate may have committed an act of misconduct during an examination, the candidate's test record is reviewed and the Medical Dosimetrist Certification Board reserves the right thereafter to take appropriate action, including the cancellation and/or invalidation of the relevant test score.

The Medical Dosimetrist Certification Board has the unqualified right to question any test score the validity of which is in doubt because a score may have been obtained unfairly or because the Medical Dosimetrist Certification Board has reason to believe there has been a breach in test security. In the event that the Medical Dosimetrist Certification Board determines that a candidate's individual test results be withheld, or that a group of results will be withheld, the Board will notify the candidate or the group.

Upon written request or application in accordance with the appeal procedure, a candidate may request a hearing. The determination as to whether an appeal shall be granted is made by the Medical Dosimetrist Certification Board taking into consideration the circumstances of the invalidation decision.

Appeal Procedure for Individual Candidate Misconduct

1. If a candidate's scores are withheld or canceled due to specific individual misconduct, that candidate may, within 15 business days of the notification, submit a written request for a hearing. The purpose of the hearing will be to determine whether there exists sufficient evidence that the action taken by the Board was appropriate in light of the circumstances. The time, date and place of the hearing will be set by the Board.
2. The hearing will be conducted by a minimum of three members of the Board to include the President.

3. At the hearing, the candidate may present such evidence as he or she deems proper and necessary. The candidate may be accompanied by legal counsel and witnesses of choice.
4. The Board may request the appearance of any witnesses as it deems necessary at the hearing.
5. At the end of the hearing, the three committee members from the Board will evaluate the evidence and reach a conclusion based upon sufficient, competent, and credible evidence.
6. The Board, at its sole discretion, may decide:
 - a. that the candidate may retake the examination in question.
 - b. that the candidate will not be permitted to retake the examination at any time. (In this case, the candidate may request reconsideration and reinstatement by the Board after one year).
 - c. that the test results represent a reasonable assessment of the candidate's knowledge in the areas sampled, and the candidate's score(s) may be released.
 - d. that some other action it deems appropriate should be taken.
7. The candidate will be advised in writing by the Board of its decision at least ten (10) business days prior to the next deadline to file a registration for retesting.
8. The Board reserves the right to notify a candidate's educational institution or employer of any of the actions or decisions described above.

Registry of Certified Medical Dosimetrists

Medical Dosimetrists become certified by the MDCB upon passing the examination and are eligible to use the credential of Certified Medical Dosimetrist, CMD. All certified Medical Dosimetrists, who meet maintenance of certification requirements, will appear in the MDCB's public Membership Directory.

Annual Fees and the Five year Continuing Education Cycle

As a recognized member of the health-care field providing critical care to individuals facing life-threatening illnesses, once an individual becomes a CMD, it is his/her sole responsibility to confirm renewal of their credential, including annual payment, maintenance of the appropriate number of continuing education credits each cycle and making necessary updates to contact information.

Certification is valid for one (1) year. Each CMD must pay an annual registration fee to have their credential registered. This registration process permits use of the CMD credential. A wall certificate with seal will be issued for each five year period upon receipt of the annual registration fee and completion of 50 MDCB approved continuing education credits. The CMD credential is to be renewed by December 31 of each calendar year. In order to maintain the status of CMD, annual registration fees must be paid by December 31st. A 30-day grace period, with monetary penalty, will be allowed until January 31st. Failure to submit this renewal fee will result in loss of the CMD credential. Dosimetrists who have not paid the registration fee will not be allowed to use the credential "CMD" and will not be listed in the registry of Certified Medical Dosimetrists. The only way to reinstate the credential is via the Lapsed Credential Fee Policy or by passing the MDCB certification exam again.

Along with being registered each year, the MDCB's Maintenance of Certification Documentation Program also requires 50 hours of participation in MDCB approved educational activities in each individual's 5-year renewal cycle. This must be recorded by each individual in their personal transcript on the MDCB website. Failure to complete

continuing education requirements will result in lapse of certification and will require re-taking the MDCB exam to reinstate certification. The MDCB is responsible for establishing and managing credentialing and renewal processes for Certified Medical Dosimetrists (CMDs). Credential renewal is granted to those CMDs who have demonstrated current cognitive capability in the field of Medical Dosimetry by appropriately documenting participation in continuing education activities. The MDCB defines continuing Medical Dosimetry education as activities that are planned, structured and related to the practice of Medical Dosimetry. The Standards of Practice are AVAILABLE ON THE MDCB WEBSITE will define relevance to the practice of Medical Dosimetry for the Medical Dosimetrist.

Please note: Credits accumulation for those who are successful in the 2012 exam does not commence before January of 2013.

The MDCB will also audit all continuing education documentation for those CMDs who are nearing the expiration of their current CMD five-year cycle. MDCB HQ will forward a registered letter to all CMDs who did not comply with the documentation request advising that the information requested was not received and the CMD credential will lapse at the end of the year if no documentation for the 5 year/50 credit qualification is provided.

Maintenance of Certification Policies

Please refer to the MDCB website to find policies relevant to Maintenance of Certification, for example:

- Temporarily Disabled CMD Policy
- Lapsed Credential Fee Policy.

Revocation of Certification and Appeals

The MDCB has the right to revoke any certificate which it has administered in the event that the recipient engages in conduct which is a violation of the Ethical Standards of the MDCB. Additionally, fraud on the part of any candidate in the application process is grounds for denial or revocation of certificate. A review process is provided for any candidate whose certificate has been revoked. Candidates who desire to appeal must do so in writing within 45 days of receiving notification of revocation of certificate. All appeals requests must be made to the President of the MDCB in writing via the address below.

Medical Dosimetrist Certification Board
15000 Commerce Parkway, Suite C
Mount Laurel, NJ 08054

Toll-free (866) 813-MDCB or (866) 813-6322
info@mdcb.org

Certification Making a Difference