HOW TO APPLY FOR THE ECPHM EXAM

Eligible Applicants must **submit their Credentials** on or before **December 1st** of the year preceding the year of the anticipated Examination. The Credentials contain the **Application Form for Certification by Examination** and further mandatory documentation. Please consult the **Training Brochure** for details. You may also contact the Credentials Committee of the ECPHM for information and support.

Residents can request to take the oral part of the Exam during the 3rd year of their Residency. To this end, Residents are eligible to submit three clinical Case Reports after the 2nd year of their Residency. However, application for sitting the written parts of the Exam can only be done after completion of the Residency Programme.

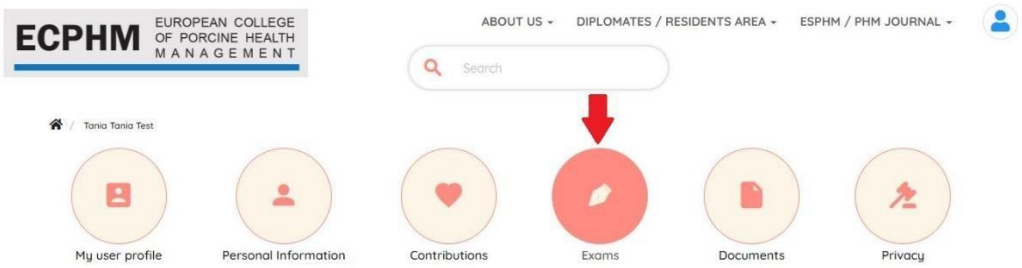
Please note, Case Reports submitted as part of the Credentials to sit the certifying Examination need to be written following strictly the respective **guidelines**.

For the preparation of the Exam, please consult the **Exam Reading List.**

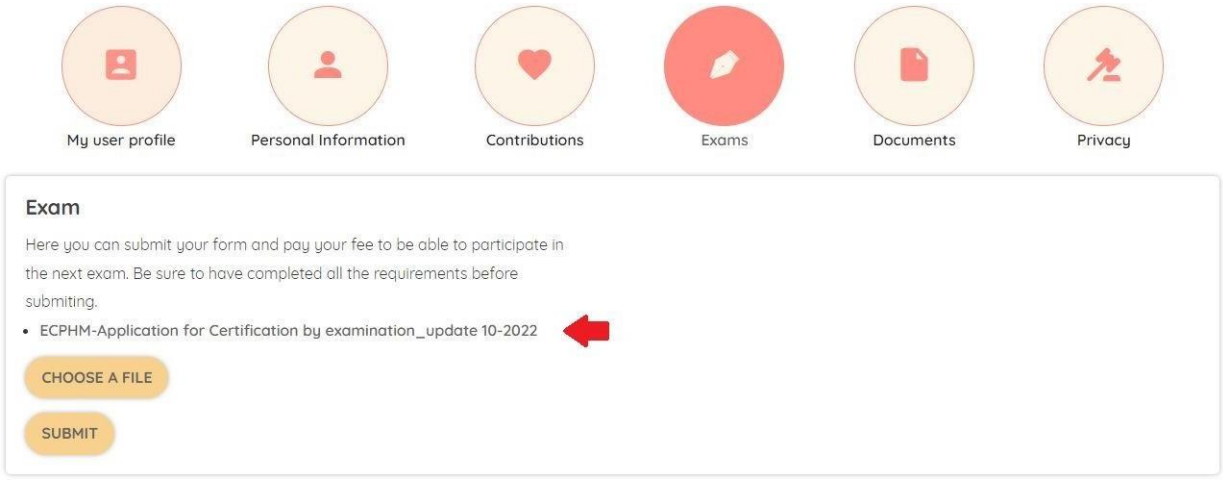
SUBMITTING CREDENTIALS

1. Go to www.ecphm.org and access your personal profile by clicking on Member Icon

2. From your personal profile click on **EXAM** tab



3. Download the Exam application form, fill it out and sign it.

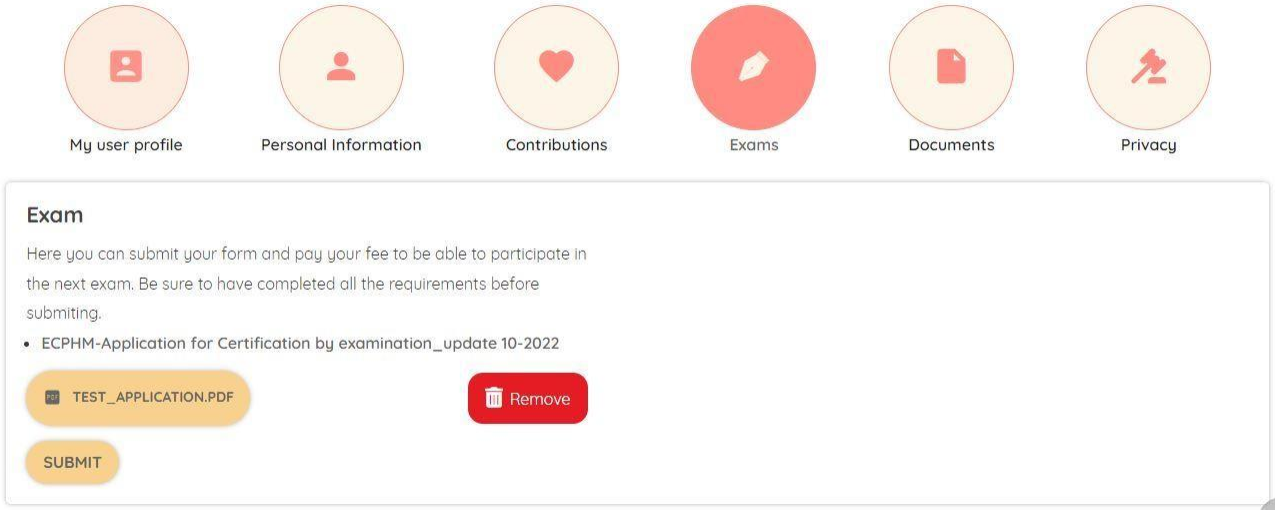


4. Save all documentation requested in **only one PDF document containing everything**. For the complete list of all required Credentials please consult the **Training Brochure**.

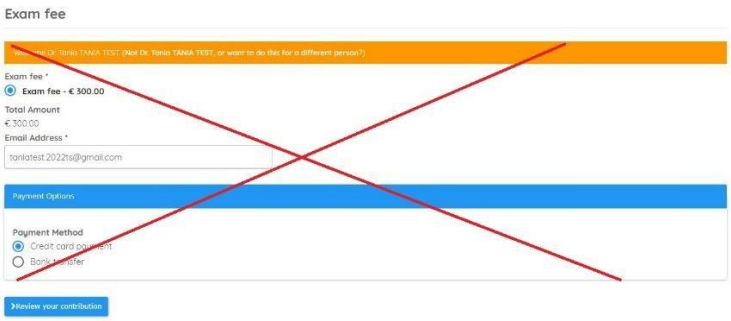
5. Click on **"Choose a file"** button to upload your credentials



6. Click on **"Submit"** button to submit your credentials

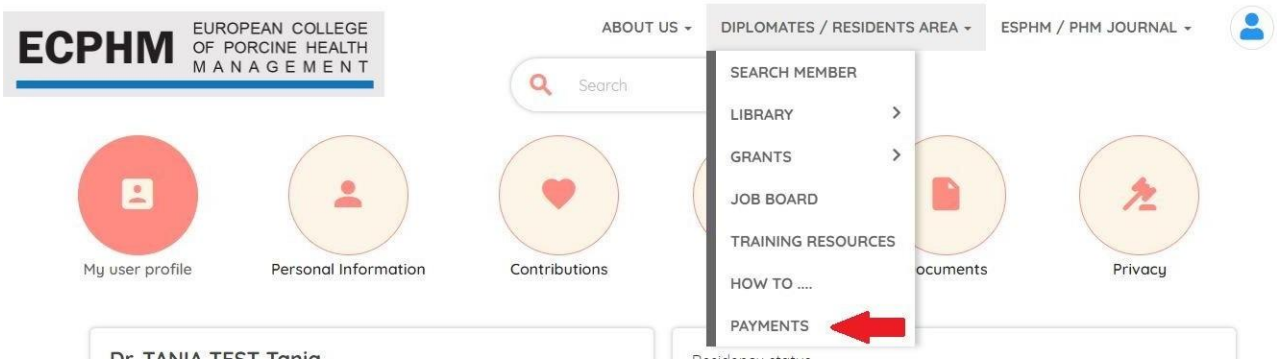


7. When your credentials are submitted successfully you will be transferred to the Exam fee payment page. **Please do not pay the Exam Fee at this stage. The payment of the Exam fee is requested only when your credentials have been accepted.**



8. Go back to the Homepage by clicking on the **Member Icon**

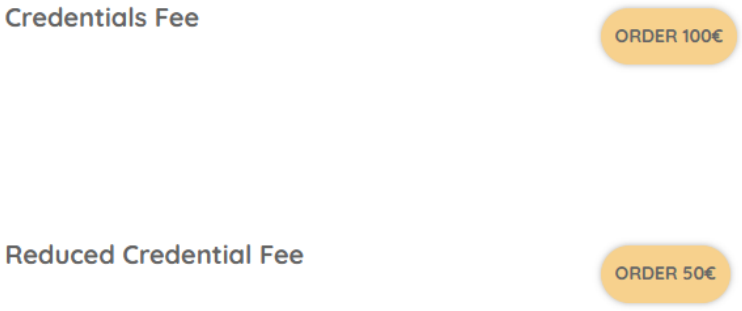
9. From the main menu select Diplomates/Residents area - > **Payments**



10. From the payment page select **Credentials Fee** and complete the payment by clicking on the respective "ORDER" button

IMPORTANT!

- Residents applying for the **ORAL Exam only** should select **"Reduced Credential Fee" € 50,00**
- Residents applying for the **FULL Exam** (oral & written) or **WRITTEN Exam only** should select **"Credentials Fee" € 100,00**



Please contact the **ECPHM Secretary** secretary@ecphm.org and the **Secretariat** admin@ecphm.org should you encounter any technical issues during the submission and payment process.

The **Credentials Committee** will notify the Applicant(s) about the evaluation result no later than six (6) weeks after the deadline of submission of the Credentials.

The **Examination Committee** will notify successful Candidates of the dates and procedure of Examination.