

## Renewal process of the IPEM MRSE Certificate of Competence

Renewal is available to those currently holding a valid IPEM MRSE Certificate of Competence. Evidence of continued MRSE competence is provided by submitting evidence as indicated in the table below.

| Categories required                                                                                                                                                            | Evidence types                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| At least <b>one</b> piece of evidence for <b>either</b> Category 1 <b>or</b> 2.<br><br>Followed by at least <b>one</b> piece of evidence for <b>each</b> of Categories 3 to 8. | <ol style="list-style-type: none"><li>1. Direct practice evidence (non-simulated), as per the main application guidance - must cover at least 5 categories.</li><li>2. Simulated evidence - permitted in no more than 1 category.</li><li>3. CPD activity or reflective piece.</li></ol> <p>All evidence should show active engagement related to MRI safety, be substantive, detailed and related to work performed within the last 5 years.</p> |

As with the initial portfolio, evidence should demonstrate direct experience of performing MRSE-type work; however, current appointment as an MRSE is not required.

More detailed guidance on expectations for the format of the renewal portfolio and the type and quality of evidence for each main category may be found in the **current guidance** for initial portfolio submission on the IPEM website. Please ensure that you are using the latest guidance and upload the portfolio of evidence as one file.

The applicant should include a commentary (maximum of 500 words) providing context for the evidence submitted in addition to a cross-reference table of evidence.

Applicants should note that the renewal process does not require the initial knowledge component of the scheme (the IBMRS/ABMRS exam) to be sat again, irrespective of whether their IBMRS/ABMRS MRSE qualification has expired.

### When is the renewal deadline?

The deadline for renewals is **3 months before the certificate expiry date**. Renewal applications submitted after this deadline will only be considered under mitigating circumstances.

### When should I submit a renewal application?

Renewals must be submitted **between 6 and 3 months prior to the expiry date**. Submissions made earlier than 6 months in advance will not be processed until the 6-month point.

## **What happens after renewal is successful?**

After approval of the renewal, the applicant will be notified. Validity will then extend for a further five years, dated from the original expiry date of the previous certificate.

## **What if I have any difficulty meeting the renewal deadline?**

If you have any circumstances that would prevent a renewal application from being submitted as per instructions above, then inform IPEM in the first instance via [profdev@ipem.ac.uk](mailto:profdev@ipem.ac.uk) before the deadline. Consideration will be given by the panel to any relevant circumstances on a confidential basis.

## **What if the deadline for renewal has already lapsed?**

If the deadline has already passed you will be required to submit a new full application with a complete portfolio of evidence to be certified. In this circumstance, we also remind you that you would need to present a current valid IBMRS/ABMRS MRSE certificate.

## **What if I still have questions regarding renewal?**

If you have further questions regarding the renewal process, then please contact IPEM via the email address [profdev@ipem.ac.uk](mailto:profdev@ipem.ac.uk)

## **What happens if my portfolio isn't deemed satisfactory?**

At the assessors' discretion, applicants may be asked to provide additional information after the initial renewal submission.

If the renewal portfolio is ultimately deemed unsatisfactory and you fail the renewal process, you will be required to submit a new full application with a complete portfolio of evidence to be certified. In this circumstance, we also remind you that you would need to present a current, valid IBMRS/ABMRS MRSE certificate.

## **What is the cost of renewal?**

The current cost of renewal is £75.