

DP PRACTITIONER ACCREDITATION SCHEME FAQs

Q. How do I apply for accreditation? Do I need to be an employee of an IMCA member company?

A. Individuals do not need to be an employee of a member of IMCA company, or indeed any other trade association or professional body to make an application to become Accredited. Visit www.imca-int.com/dpaccrreditation for information about the scheme and how to apply.

Q. Is this a personal or company accreditation?

A. It is a personal assessment and accreditation of the individual and not the company or organisation they may work for.

Q. How much does accreditation cost?

A. There are standard set fees for accreditation. For the initial accreditation application process, there is a fee of **£550**. This includes the cost for the examination, examination hosting centre, invigilation, administration and technical review time. An annual renewal fee of £125 is payable commencing the year **after** successful accreditation. This fee covers the cost of the revalidation process and the verification of the revalidation evidence portfolio. The accreditation year runs from the date an individual successfully passes the accreditation examination. An invoice will be generated for the annual fee and sent prior to the start of the renewal year.

Q. Who is responsible for paying the fees?

A. Fees for accreditation and revalidation are the responsibility of the individual or their employer. The assessment process will not begin until payment has been received.

Q. Who verifies my application and evidence portfolio?

A. Technical Advisers within the IMCA secretariat. IMCA is the accrediting body for the scheme and employs experienced marine and maritime professionals with appropriate skills and knowledge to make the necessary assessments.

Q. Will you take up the references I have supplied?

A. It largely depends on the relevance of (and evidence of) an individual's qualifications, certification, experience and knowledge based on the desired category of accreditation that has been provided in the application form. If the verifier is in any doubt, he/she will take up the supplied references. Individuals should let any referees know that they have supplied their names.

Q. Who delivers the examination?

A. The exam shall be held in nominated training establishments with invigilation facilities in place. The exam format will be PC based and a unique login/password shall be provided accordingly.

Q. Will the examination be the same for everyone?

A. No – each examination is unique to the candidate. However, each exam has the same number of questions, which are chosen randomly from a large pool of questions.

Q. What format is the examination and how long will it take?

A. The exam is based on multiple choice questions and is scheduled to take two hours to complete.

Q. When do I become accredited?

A. The date on which the candidate sat and successfully passed the examination. IMCA will be in touch by email to pass on the good news as soon as possible following completion of the examination. In due course, a dated photo ID card and certificate will be dispatched to the candidate.

Q. How long should the accreditation process take?

A. IMCA's aim is to review and notify the candidate of the result of their application within 28 days from receipt; however, this is largely dictated by the quality of information the candidate supplies within the application. Successful applicants will be scheduled for examination at the earliest and most convenient opportunity thereafter.

Q. What happens if I fail the examination?

A. IMCA will be in touch by email advising the candidate of the module(s) of the examination that they failed.

Unfortunately, IMCA cannot give specific question feedback. The candidate will be advised of the next steps accordingly.

Q. What happens if the annual renewal fee is not paid?

A. The revalidation cycle is three yearly and payment is required annually for renewal. Should payment not be received annually, then accreditation will be suspended until payment is made. If payment is not received within 90-days, then the accreditation will be revoked.

Q. How long will my accreditation last?

A. A candidate's accreditation is initially for a period of 3 years. The revalidation process is ongoing and verified every 3 years. Successful verification (and annual payment) permits the accreditation to continue for another cycle.

Q. What do I do if I wish to be removed from the accreditation scheme?

A. All candidates will need to do is write to IMCA and tell us that they wish to be removed from the scheme. Please note that no monies are refundable if a candidate chooses to leave the scheme.