



Board of Cardiovascular Perfusion - India

**BCP-I EXAM-2023: GUIDELINES FOR FILLING THE ONLINE APPLICATION FORM
PLEASE READ THE GUIDELINES CAREFULLY BEFORE YOU START THE PROCESS**

**DATE OF EXAM: SUNDAY 19th NOVEMBER, 2023
LAST DATE FOR COMPLETING APPLICATION PROCESS: 9th NOVEMBER, 2023**

A) ELIGIBILITY:

1) YOU NEED TO HAVE TWO (2) YEARS' WORK EXPERIENCE AFTER COMPLETION OF YOUR PERFUSION TRAINING. THE APPLICANT IS DEEMED TO HAVE COMPLETED THE COURSE ONLY AT THE END OF THE COMPULSORY INTERNSHIP / CLINICAL ROTATION, IF ANY. YOU SHOULD HAVE STARTED WORKING ON OR BEFORE 30/09/2021. IF NOT, PLEASE DO NOT FILL THE FORM OR APPLY FOR THE EXAM. THE POST OF OBSERVER / INTERN / TRAINEE IS NOT CONSIDERED TOWARDS WORK EXPERIENCE.

2) IF YOU HAVE DONE A MASTER'S IN PERFUSION AFTER A BACHELOR'S IN PERFUSION, THEN ONE YEAR WORK EXPERIENCE IS ENOUGH. YOU SHOULD HAVE STARTED WORKING ON OR BEFORE 30/09/2022. IF NOT, PLEASE DO NOT FILL THE FORM OR APPLY FOR THE EXAM

**NOTE: PLEASE CHECK YOUR ELIGIBILITY BEFORE FILLING THE FORM OR SENDING THE FEES
THE FORM HAS TO BE FILLED ONLINE. DO NOT SEND ANY HARD COPIES**

B) REGISTERING WITH BCP-I AND CREATING YOUR PROFILE / ACCOUNT

NOTE: YOU WILL HAVE TO USE A LAPTOP OR PC TO COMPLETE THE REGISTRATION / APPLICATION PROCESS. YOU WON'T BE ABLE TO FILL OUT USING A MOBILE PHONE.

HOWEVER, YOU CAN APPEAR FOR THE CERTIFICATION EXAM USING USE A MOBILE PHONE, LAPTOP, PC

- 1) Click the link <https://exam.bcp-i.com/MobileVerification>
- 2) You will see the screen which says Online exam system. Fill in your mobile number and request for OTP. **NOTE:** This will be your registered mobile number for BCP-I. You will see a message "OTP send successfully". Enter the 6-digit OTP which you will receive on your mobile. You will then be able to access the application form.
- 3) First Section is PERSONAL DETAILS. Fill in all fields, especially those marked with an asterisk (*) which denotes compulsory field. After entering the details, press SAVE. The message will appear "Record saved successfully" and you will be taken to the log-in page. (YOUR PROFILE HAS BEEN CREATED ON BCP-I SITE)
- 4) You will receive a password in the email address that you had entered. Use this password to log in to your account, through the link <https://exam.bcp-i.com/login/> You will be prompted to change your password. So set up a password of your choice. Then login again and continue to fill in the form.
NOTE: When you login, you will be taken to the PERSONAL DETAILS section and the details that you had entered earlier will be visible. You will see that a CANDIDATE CODE has been autogenerated. And STATUS bar will show Active. Continue to fill the form. You can SAVE the details and logout at any time, even if the entire form has not been filled. Your data will be saved to your account. You can log in again using your email address as login id and the password which you have set.
NOTE: If at any time during the application process, the dashboard is displayed, click on the down arrow on top right-hand side and select "My Profile". The Personal Details section of your profile will be displayed. Continue to fill or edit as required.

C) FILLING UP THE APPLICATION FORM:

- 1) CONTACT: In this section, fill out details of BOTH work and residence and indicate which address you want to use for correspondence
Select Residence. Fill out the details. Press Add (Your residence details will appear at the bottom of the page)
Then Select Employers. Fill out the details. Press Add (Your employer's details will appear at the bottom of the page). SAVE
NOTE: There is an EDIT option (three vertical dots at the end of the table), which you can use at any time to edit your entries. Always SAVE once you have made any changes. You will see a message "Record Updated Successfully"
- 2) EDUCATION: Fill in details of your Perfusion Degree. If your B.Sc. degree is other than Perfusion, fill out B.Sc. details and then fill in Details of Perfusion course also (Certificate, Diploma, Post-graduate diploma etc). Click on ADD. Continue to fill in if you want to enter any more qualifications. After each set of entries, click on ADD.
NOTE: If your Qualification, Exact Degree / Diploma, field of study (Major Subject) or name of university is not given in the drop-down list, you can type in the data and click on Add Item. After Filling all fields, SAVE.
- 3) CANDIDATE WORK EXPERIENCE:
 - A) Start with the hospital where you are working now or where you last worked. Enter all details for each hospital where you have worked; After each set of entries Click on "Add"

NOTE: While entering the dates for the hospital where you are now working, in the "TO" date part, select the date when you are filing out the form, since you cannot enter "continuing" or "present".
 - B) If you need don't find your exact designation in the drop-down list, select OTHER and enter your designation in the adjacent Remarks section.
 - C) TOTAL YEARS OF EXPERIENCE: (AS ON 30/09/2023) _____ YEARS.
 - D) If you are the senior most Perfusionist, Enter **SELF** under Chief / Senior most Perfusionist and write your exact designation.
NOTE: Compulsory internship / clinical rotation is part of the Perfusion training program and hence it is not considered as work experience. Similarly post of Observer / Intern /Trainee is not considered towards work experience. Start from the date of your first job after completing the above.
Once you have completed the section "SAVE"
- 4) PAYMENT DETAILS: Fill in the details of the exam fees that you have paid. SAVE.
FEES:
 - 1) FOR INDIANS RESIDING AND WORKING IN INDIA - INR 1500/- (Rupees One Thousand Five Hundred Only)
 - 2) FOR ALL OTHERS - INR 3000/- (RUPEES THREE THOUSAND ONLY)NOTE: Application fees have to be paid online directly into BCP-I bank account

NAME: BOARD OF CARDIOVASCULAR PERFUSION-INDIA BANK: STATE BANK OF INDIA BRANCH: ELLIS BRIDGE BRANCH, AHMEDABAD – 380006 A/C No. 30749858498 IFS CODE: SBIN0001041

Kindly enter details of fees paid and also upload the transaction receipt

- 5) BIOMETRICS: Upload your recent photo and your signature in **.jpg or .png** FORMAT ONLY. The file size should not be more than 50 KB. After uploading both documents, "SAVE"
- 6) DOCUMENTS: ALL DOCUMENTS SHOULD BE IN **.pdf** FORMAT ONLY. (REFER TO CHECK LIST)

Select the type of Document. Under Description you can mention more about the document; and then click or drag files; When you upload a document, click on ADD; the document that you have uploaded will be displayed in the table at the bottom of the page. To upload another document, repeat the process. Please look at the check list to see the documents that you need to upload. After uploading all Documents "SAVE"

- 7) DECLARATION & UNDERTAKING: Put a tick mark in the box after reading the declaration. Click on **SUBMIT**.

NOTE: SAVE AT EACH STEP SO THAT YOU DON'T HAVE TO RENTER DATA OR INFO

BCP-I will scrutinize your application and revert via email regarding the status of your application and if any requirements are there. However, you may access your account and edit your details or add additional documents at any time. Please allow 7 days' time for the scrutiny process.

DISCLAIMER:

BCP-I RESERVES THE RIGHT TO REJECT ANY APPLICATION THAT DOES NOT MEET THE ELIGIBILITY CRITERIA. ALSO, INCOMPLETE APPLICATIONS WILL BE REJECTED – THE BOARD WILL NOT BE RESPONSIBLE FOR ANY INCONVENIENCE CAUSED TO YOU DUE TO YOUR NEGLIGENCE OR INABILITY TO PROVIDE THE NECESSARY DOCUMENTATION

NOTE: BCP-I IS REGISTERED IN AHMEDABAD, GUJARAT AND FALLS UNDER THE JURISDICTION OF GUJARAT HIGH COURT

NOTE: IF YOU HAVE ANY QUERIES OR NEED CLARIFICATIONS, PLEASE CONTACT THE SECRETARY

EMAIL: exam.bcp-i@gmail.com CELL: +91-9831497490

CHECK LIST FOR DOCUMENTS: ALL DOCUMENTS TO BE IN **.pdf** FORMAT ONLY

You will have to upload the following documents. So, before you start uploading, please make sure that you have everything ready:

- a) Certificate / Diploma / Degree Certificate in Perfusion
- b) Internship / Course Completion Letter
- c) Degree Certificate – Other than Perfusion
- d) CURRENT HOSPITAL: Still working / experience letter either from chief Perfusionist or HOD surgeon **addressed to BCP-I**. This should mention your full name, current designation, date of joining and a brief outline of the work being performed in the centre / unit and the number of CPB carried out by you in the last two years.

BCP-I requires a minimum of 50 CPB per year for the two years i.e. a total of 100 cases.

(NOTE: INTERNSHIP / COMPULSORY ROTATION IS PART OF THE PERFUSION TRAINING PROGRAM AND HENCE NOT CONSIDERED AS WORK EXPERIENCE)

- e) Work experience letter(s) from hospital(s) where you have worked earlier
- f) Transaction Receipt of fees paid
- g) Recent Colour Photograph in jpg or png format
- h) Signature in jpg or png format

CHECK-LIST TO BE FILLED OUT BY THE APPLICANT (EXAM 2023)

ITEM	YES	NA
1) Perfusion Certificate/ Diploma / Degree Certificate		
2) Internship / Course completion Letter		
3) Degree Certificate - B.Sc. Other than Perfusion		
4) Letter addressed to BCP-I from current employer		

5) Work experience letter(s) from earlier hospital(s)		
6) Transaction receipt / voucher for the fees paid		
7) Photograph – 1 recent photo in jpg or png format (max 50kb)		
8) Signature in jpg or png format (max 50kb)		
9) Any other document(s)		

NOTE: THE ABOVE CHECK-LIST IS FOR YOUR REFERENCE