Board of Cardiovascular Perfusion - India

BCP-I EXAM-2025: GUIDELINES FOR FILLING THE ONLINE APPLICATION FORM
PLEASE READ THE GUIDELINES CAREFULLY BEFORE YOU START THE PROCESS

DATE OF EXAM: SUNDAY 16th NOVEMBER, 2025
LAST DATE FOR COMPLETING APPLICATION PROCESS: 31st OCTOBER, 2025

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 31/10/2023. 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 SOULD HAVE STARTED WORKING ON OR BEFORE 31/10/2024. 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.

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 MAY NOT BE ABLE TO FILL OUT USING A MOBILE PHONE.

HOWEVER, YOU CAN APPEAR FOR THE CERTIFICATION EXAM USING USE A MOBILE PHONE, LAPTOP OR 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 INDIAN mobile number and request for OTP. NOTE: This will become your registered mobile number for BCP-I. You will see a message "OTP send successfully". You will receive a 6-digit OTP from SOFTCL (SoftClinic) on your mobile. Enter this OTP. You will then be able to access the application form. Proceed to fill out your PERSONAL DETAILS (See Step 3 below)

ONLY FOR THOSE WHO DON'T HAVE AN INDIAN MOBILE NUMBER:
IF YOU DON'T HAVE AN INDIAN MOBILE NUMBER, PLEASE FILL OUT THE FOLLOWING DETAILS AND SEND IT VIA EMAIL TO websupport@jvsgroup.com Web Admin will fill out the section "Personal Details" on your behalf. You will then receive login id and password in your email. Once you get the email, GO TO STEP 4. Please check in SPAM folder also.

Details required: * DENOTES COMPULSORY FIELD
A. Full Name: First Name*:   Middle Name: Last Name*:
B. GENDER*:
C. Date of Birth*: DD/MM/YYYY
D. Mobile number*: with country code
E. Email address*:

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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. You will see a message "Success, Your Password has been changed". 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. Whenever you login, do take a look at all the sections that you had filled earlier and check that all details are being displayed.
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.

NOTE: IF YOU ENCOUNTER ANY TECHNICAL ISSUES, PLEASE CONTACT OUR WEBSITE ADMIN MR. PATHAN AT +91-9898167786 WHICH IS ALSO HIS WHATSAPP NUMBER. OR EMAIL to websupport@jvsgroup.com

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

You will have to upload the following documents, as applicable in your case. So, before you proceed, 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

C) FILLING UP THE APPLICATION FORM:

1) CONTACT: In this section, fill out details of BOTH RESIDENTIAL and WORK and indicate which address you want to use for correspondence
Select Residential. Fill out the details. Press Add+ (Your residence details will appear at the bottom of the page)
Then Select WORK. Fill out the details of the hospital where you are now working or last worked. Press Add+ (Your Work details will appear at the bottom of the page). If you have worked at more than one hospital, then again fill details under Work. After entering each set of details, Press Add+. Once you have completed the section, 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.

NOTE: Whenever you press SAVE, you will see a message "Record Updated Successfully" and the next section will automatically appear.

PLEASE COMPLETE EACH SECTION AND PROCEED IN A LINEAR MANNER. This is to ensure that your application gets completed properly.

2) <u>EDUCATION:</u> 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+. If you want to enter any more qualifications, continue to fill in the info. <u>After each set of entries, click on Add+.</u>
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 <u>Add Item</u>. <u>After Filling all fields,</u> SAVE.

3) <u>CANDIDATE WORK EXPERIENCE:</u>
   A) Start with the hospital <u>where you are working now or where you last worked</u>. 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 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 31/10/2025) _____ YEARS. This is the total number of years. So please don't change it when you add details of earlier hospitals.
   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. <u>Press Add+</u> after entering details of the present Job and then proceed to fill out details of earlier work experience, if any.
   <u>Once you have completed the section "SAVE"</u>

4) <u>PAYMENT DETAILS</u>: Fill in the details of the exam fees that you have paid. <u>SAVE</u>.
   <u>FEES:</u>
   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) <u>BIOMETRICS</u>: Upload your recent photo and your signature in **.jpg or .png** FORMAT ONLY. The file size should not be more than 500 KB each. After uploading both documents, "SAVE"

6) <u>DOCUMENTS</u>: 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 <u>Add+</u>; 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. <u>After uploading all Documents, "SAVE"</u>

7) DECLARATION & UNDERTAKING: Put a tick mark in the box after reading the declaration. Click on **SUBMIT**. You will see the message "Record Updated Successfully" and the first section (PERSONAL DETAILS) will appear on your screen. You may log out now.

NOTE: YOU WILL GET AN AUTO-GENERATED EMAIL ACKNOWLEDGEMENT THAT YOUR APPLICATION HAS BEEN RECEIVED

BCP-I will scrutinize your application and revert via email regarding the status of your application and the details of additional requirements, if any. However, you may access your account and edit your details or add additional documents at any time.

PLEASE ALLOW SEVEN (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

FOR TECHNICAL ISSUES, PLEASE CONTACT WEB ADMIN, Mr. PATHAN at 9898167786

CHECK-LIST TO BE FILLED OUT BY THE APPLICANT (EXAM 2025)

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 500kb)		
8) Signature in jpg or png format (max 500kb)		
9) Any other document(s)		

NOTE: THE ABOVE CHECK-LIST IS FOR YOUR REFERENCE

PLEASE "SUBMIT" YOUR APPLICATION FORM ONLY IF ALL THE BOXES HAVE BEEN TICKED IN THE ABOVE CHECK-LIST. INCOMPLETE APPLICATIONS WILL BE REJECTED.

PLEASE ALSO SEND A HARD COPY OF THE FOLLOWING DOCUMENTS TO THE SECRETARY VIA POST / COURIER FOR VERIFICATION AND RECORDS:

1. Certificate / Diploma / Degree Certificate in Perfusion
2. Internship / Course Completion Letter
3. Degree Certificate – Other than Perfusion
4. Work Experience Letter from present hospital or last hospital where you worked
5. Transaction receipt
6. Your passport size colour photograph

POSTAL ADDRESS:
Adv. LOK NATH TIWARI
SECRETARY, BCP-I
FLAT 4D, GANGES GARDEN PHASE III
106, KIRAN CHANDRA SINGHA ROAD,
SHIBPUR, HOWRAH – 711102

WEST BENGAL
Cell: +91-9831497490

BEST WISHES FROM TEAM BCP-I