CMPP Documentation Requirements for Earned CE Credits

Quick Guide

For CMPP certificants planning to recertify by acquiring CE credits, documentation is a **requirement.** Every activity must be accompanied by an appropriate reference document, which should be entered into your ISMPP CE Credit Tracker by clicking "Upload Certificate." Credits and accompanying documentation should be uploaded into your CE Credit Tracker by January 31st for all credits earned the previous year.

Every year, a random audit of recertification applications is conducted. If you are selected for an audit, you MUST provide documentation for all your CE activities. Failure to produce all documentation will result in suspension or revocation of your certification.

Materials Required for Documentation

Activity type	Examples	Documentation
Educational Webinars	ISMPP U	Screen capture (print screen) of the title slide, which may capture the date on your screen
ISMPP-sponsored Meetings	Annual Meeting EU Meeting AP Meeting West Meeting	Registration confirmation receipt with proof of payment and the highlighted topic on the meeting syllabus/agenda OR screen capture of title slide with date/time indicated
Other Professional Meetings (including Seminars, Workshops, Courses, Meeting Sessions)	CBI TIPPA QI AMWA MAPS	*At least one of the following:* • Certificate or other acceptable verification of attendance • Program or course description for live meetings (including webinars) • Registration/payment receipt with the names of the activities attended • Transcript, grade report, or verification form that indicates a passing grade in the course (if relevant) • Screen capture of title slide with date/time indicated (webinars) • Any other materials that explain the subject matter covered and the qualifications of the instructor(s) or content provider

Activity type	Examples	Documentation
Self-paced Learning Activities	• ISMPP self-study activities • Pre-recorded audio/video programs • Recorded webcasts • Self-paced online courses	*At least one of the following:* • Completion of a learning assessment following the activity • Attestation of completion following the activity • Certificate or other acceptable verification of completion
Presentation or Publication	• Presenter during an industry meeting • Author of a paper related to medical publications	• Complete copy of the publication or presentation AND • Personal record of the actual publication or presentation preparation time *For presentations only:* • Documentation from the sponsor verifying the presentation activity and time and content of the presentation (eg, a copy of the program agenda)
Development of a Self-Study Activity		*All of the following:* • Learning objectives or rationale for choosing topic • Target audience • Complete copy of the activity • Personal record of the actual activity or presentation preparation time (if applicable)
New Learning Activity Development	• Internal company courses • Courses for professional attendance	*All of the following:* • Original program proposal or needs assessment/learning objectives • Syllabus or program agenda • Verification of acceptance or approval by organizational sponsor
CMPP Exam Development Activities	• Item writing • Exam form review	• Personal record of actual service time and dates of service
Other Requests		For any other requests for credits that are approved by the ISMPP Recertification Committee, the best practice is to maintain documents that reflect: • The amount of time • Date-stamped materials • Example(s) of the material developed

All of your documents must be combined into a single (1) reference document before you click "Upload Certificate" in your Credit Tracker.

For more information, see CMPP Recertification and Credit Tracker Handbook on the ISMPP website (www.ismpp.org). For questions or assistance, contact cmpp@ismpp.org.