

# CMPP

## Recertification and Credit Tracker Handbook



UPDATED January 2024



# RECERTIFICATION AT-A-GLANCE

## REQUIREMENTS TO MAINTAIN CERTIFICATE

- If you certified or recertified in 2021, you will remain in a three-year (3) cycle until your next recertification.
- If you certified or recertified in 2022 or later, you will be in a five-year (5) cycle
- Complete one of the following 2 alternative recertification eligibility routes:
  - By examination, or
  - With continuing education (CE) credits
- Comply with ISMPP Certification Program Code of Conduct
- Comply with professional standards and best practices
- Remain actively involved in professional practice

Year Exam Taken	2021	2022	2023	2024
Year Credit Period Begins <sup>a</sup>	2022	2023	2024	2025
Year Credit Period Ends	2024	2027	2028	2029
Minimum Credits Needed	30	50	50	50

Credits/Domains Required for Recertification	New Requirements Over 5-year Period (50 credits)	Requirements Over 3-year Period (30 credits)
Develop Publication Plan	5	3
Implement Publication Plan	5	3
Foster Ethical and Compliant Behavior in Publications	5	3
Monitor Evolving Trends Related to the Medical Publication Profession	0	3
Candidate Choice (any domain)	Up to 35	Up to 18
Credits Required per Year <sup>b</sup>	≥8 credits per year but ≤12 in final year	

Cost for Recertification	
If Pursuing Credits	CMPP Recertification Application fee at final year – \$300. Non-ISMPP members are required to pay the membership fee before they may apply for recertification.
If Taking Exam	CMPP Application fee – \$575. Non-ISMPP members are required to pay the membership fee before they may apply to take the CMPP exam.

Process for Audit	
If Pursuing Credits	CE Tracker should be audit worthy by January 31 of each year. By the end of the final year, all credit documentation must have been uploaded to your CE Tracker.

Other Important Information	
If involved in certification exam development, you may not take the exam for recertification (this restriction remains in effect for 3 years from the date of last exposure to examination content), but you are eligible to earn up to 8 credits per year for this activity.	

<sup>a</sup> Period beginning January 1 for each certification cycle.

<sup>b</sup> ≤5 Credits can remain upon submission of a Recertification Application (must submit application by November 30 of the year your certification expires). If the credit requirement has not been met, a detailed plan must be submitted explaining how the remaining credits will be completed by December 31 of the final year.



# DOCUMENTATION OF CE ACTIVITIES

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## 1. INTRODUCTION

The International Society for Medical Publication Professionals (ISMPP) sponsors and administers a professional certification program through which individuals may be granted the Certified Medical Publication Professional (CMPP™) credential.

### CMPP Governance

Operating semiautonomously within the ISMPP-elected Board of Trustees, the ISMPP Certification Board is responsible for the appropriate development, evaluation, supervision, and administration of all certification policies, procedures, and activities.

### Recertification Committee

This Committee supports the strategic initiatives of the ISMPP Certification Board at a tactical level, specifically focused on implementing and refining the Recertification Programs and approving activities for CE credit.

Since the ISMPP Certification Program was initiated in early 2009, it has not only confirmed the ongoing commitment of ISMPP to the medical publication profession but also has demonstrated to the public and the professional and lay media that the industry is supporting practices aimed at ensuring scientific and professional integrity in medical publications.

As the next logical step, in the fall of 2011, ISMPP introduced the CMPP Recertification Program. The program is designed to support the ongoing professional development of certificants and to provide a process for maintenance of the CMPP credential.

In order to maintain the status of CMPP in good standing, it is the responsibility of the certificant to complete the requirements of 1 of 2 alternative recertification eligibility routes:

1. Earn the requisite number of continuing education (CE) credits, or
2. Achieve a passing score on the CMPP Certification Examination

In addition, certificants must continue to comply with the *Certification Code of Conduct* and uphold professional standards and best practices, as well as remain actively involved in the field of medical publication.

The options that CMPPs may utilize to meet recertification requirements are based on the ISMPP philosophy on recertification.

## 1.1 The ISMPP Philosophy on Recertification

CMPPs should demonstrate a commitment to ongoing professional development

- Recertification represents a process to enable CMPPs to:
  - Continue their education in the field of medical publication
  - Uphold the evolving standards of ethical publication practices
  - Demonstrate active involvement (employment or practice) in the field of medical publication
- CMPPs gain knowledge on an ongoing basis through professional activities, CE, and contributions to the field of medical publications

## 1.2 What It Means to Be a CMPP

### The ISMPP CMPP credential certifies that the holder has demonstrated

- Expertise as a medical publication professional
- Proficiency in good publication practices
- Commitment to ethical and transparent data dissemination standards
- Leadership in upholding and fostering integrity and excellence in medical publication

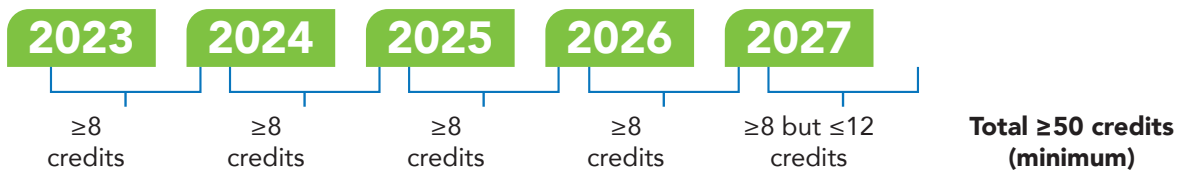
## 1.3 Certification Program Overview

Because the medical publications profession is constantly changing and evolving, the goal of the certification program is to encourage holders of the CMPP credential to engage in Continuing Education (CE).

- There are 2 methods to recertify:
  1. Earn CE credit hours
  2. Retake and pass the CMPP exam

Here is an example for how to plan your education and credit hours over the 5-year certification cycle:

### If certified in 2022



## 1.4 The Role of the Recertification Committee

The CMPP Recertification Committee focuses on 4 primary tactical activities:

1. Review of program and credit requests
2. Identification and review of external activities to earn credits
3. Development and updating of the Recertification Handbook and fact sheets
4. Creation of any standard operating procedures



# SECTION 2

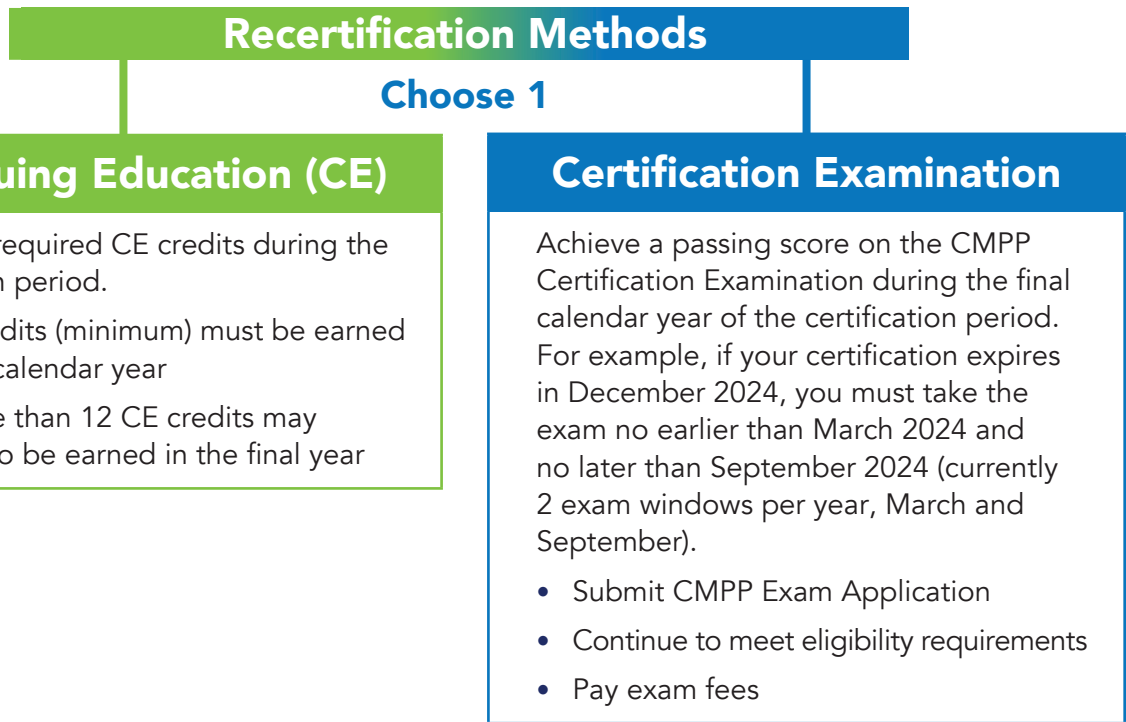
## 2. RECERTIFICATION REQUIREMENTS

Certificants who certified or recertified 2021 will remain in a 3-year cycle until their next recertification. CMPPs who certified beginning in 2022 will be required to recertify every 5 years. CMPP certification expires on December 31 of the final year after initial certification. **The recertification cycle begins on January 1 of the year immediately following certification expiration, regardless of whether the exam is taken in March or September.**

For ease of reference, the years of certification and expiration are indicated on your CMPP digital badge. ISMPP headquarters maintains the official record of the certification status of all certificants.



### 2.1 Recertification Methods



### Requirements to Maintain Active CMPP Status

Regardless of the recertification method chosen, all certificants must meet the following requirements in order to maintain active certification status in good standing:

- Active employment/practice in the field (at least 3 years of active employment or practice in the field of medical publication during the certification period)
- Commitment to ethical standards
- Compliance with certification policies



## 3. QUALIFYING ACTIVITIES FOR EARNING CONTINUING EDUCATION CREDITS

### 3.1 CE Credit Accrual

CE credits are awarded on the basis of evidence of participation in approved educational activities; these activities must relate directly to a certificant’s continued knowledge and skills in the field of medical publication. For learning activities that qualify, 1 credit is earned for each credit hour related to the activity. All pre-approved CE activities may be found on the list of [Approved CMPP Activities](#). These activities are characterized by type, and each activity is associated with number of approved credits, approved content domain (category) and date of activity (see screen shots below).

For other qualifying activities, request for credit will be evaluated on a case-by-case basis by ISMPP Certification Program personnel and/or the Recertification Committee. When selecting activities for accrual of CE credits, you should apply the formula of 1 credit per credit hour of activity, regardless of whether the activity is sponsored by ISMPP or another organization.

The list of qualifying programs and corresponding authorization can be found [here](#).

List of Approved CMPP Activities (View Only) :

Course	Credit/Hours	Credit Type	Date	Authorization
1				
43				
208				
320				
331				
333				
334				
335				
432				
406				
467				
479				
480				
483				
484				
485				
523				
624				

List of Approved CMPP Activities (View Only) :

Course	Credit/Hours	Credit Type	Date	Authorization
1				
2	1.5	Foster Ethical and Compliant Behavior in Publications	01/30/19	19U1F5EA
3	1	Foster Ethical and Compliant Behavior in Publications	03/27/19	19U1F5EB
4	1	Develop Publication Plan	06/12/19	19U1DPA
5	1	Foster Ethical and Compliant Behavior in Publications	09/21/19	19U1F5EC
6	1	Develop Publication Plan	09/16/19	19U1DPE
7	1	Foster Ethical and Compliant Behavior in Publications	10/23/19	19U1DPE
8	1	Monitor Evolving Trends Related to Medical Publications	11/20/19	19U1MEA
9	1.5	Monitor Evolving Trends Related to Medical Publications	01/26/20	
10	1	Develop Publication Plan	03/18/20	
11	1.5	Monitor Evolving Trends Related to Medical Publications	04/29/20	
12	1	Monitor Evolving Trends Related to Medical Publications	05/25/20	
13	1	Foster Ethical and Compliant Behavior in Publications	05/27/20	
14	1	Foster Ethical and Compliant Behavior in Publications	07/22/20	
15	1	Monitor Evolving Trends Related to Medical Publications	09/23/20	
16	1	Monitor Evolving Trends Related to Medical Publications	10/26/20	
17	1	Monitor Evolving Trends Related to Medical Publications	11/16/20	
18	1.5	Monitor Evolving Trends Related to Medical Publications	02/03/21	

List of Approved CMPP Activities (View Only) :

Course	Credit/Hours	Credit Type	Date	Authorization
354				
355				
356				
357				
358				
359				
360				
361				
362				
363				
364				
365				
366				
367				
368				
369				
400				

## 3.2 Qualifying Activities

The types of activities for which CE credits may be earned are described in the table. All pre-approved CE activities may be found on the list of [Approved CMPP Activities](#). For activities that are not on this list, you must submit a Request for Credit Approval form. The Recertification Committee will review your request and determine how many (if any) credit hours are awarded and in which content domain (category). Please see Section 4 for materials needed for documentation of credits for audit purposes.

Activity Type	Description	Examples
<b>Educational Webinars</b>	Live or online webinars offered by ISMPP or other educational program providers (eg, AMWA, EMWA, TIPPA, etc) that have been reviewed and approved by the ISMPP Certification Program and listed in the <a href="#">Approved CMPP Activities</a> .	ISMPP U webinars
<b>ISMPP-sponsored Meetings</b>	Live or online (in some cases) ISMPP-sponsored conference sessions that have been reviewed and approved by the ISMPP Certification Program and listed in the <a href="#">Approved CMPP Activities</a>	Annual Meeting EU Meeting ISMPP Academy Other ISMPP Meetings
<b>Other Professional Meetings (including Seminars, Workshops, Courses, Meeting Sessions)</b>	Live or online seminars, workshops, courses, conferences, and other relevant activities offered by educational program providers that have been reviewed and approved by the ISMPP Certification Program and listed in the <a href="#">Approved CMPP Activities</a> .	AMWA EMWA TIPPA CSE Q1 MAPS
<b>Self-paced Learning Activities</b>	<p>On-demand activities in which the instructor and student are separated by time and location, or where the student engages in the learning activity without the instructor.</p> <p><b>To maintain a balance between live and on-demand learning, a maximum of 7 self-paced CE credits per year may be earned toward recertification.</b></p> <p>Credit may be earned for developing a self-study activity directly related to medical publications. Credit will be granted for actual preparation time and actual presentation time only (if applicable). The number of credit hours for this type of activity will be determined on a case-by-case basis by ISMPP Certification Program personnel</p> <p>Other self-study activities that CMPPs believe may qualify for credits can be reviewed by the ISMPP Certification Program by submitting a <a href="#">Request for Credit Approval</a>. The potential for credit hours will be evaluated on a case-by-case basis.</p>	ISMPP self-study activities Pre-recorded audio/video programs Recorded podcasts Recorded webcasts
<b>Publication or Presentation</b>	<p>Authoring a publication directly related to the field of medical publication. Credit is granted for actual preparation time only. The number of credit hours for this type of activity will be determined on a case-by-case basis by ISMPP Certification Program personnel<sup>a</sup></p> <p>Serving as a speaker or presenter during an industry meeting (eg, ISMPP, TIPPA, Q1 Productions, etc) directly related to the field of medical publications. Credit will be granted for actual preparation time (up to 3 hours) and actual presentation time only<sup>b</sup>.</p> <p>A maximum of <b>2</b> hours will be granted for a poster presentation or <b>3</b> if poster is presented.</p>	Author of a paper related to medical publications Presenter during an industry meeting
<b>Development of a New Learning Activity</b>	Development of new and original learning activities, courses for internal company purposes, or professional attendance related to the field of medical publications. New program development activities for ISMPP or other organizations are limited to the development of content for an original course, seminar, workshop, or other formal learning or activity. Credit will be granted for actual development and preparation time only.	Internal company courses Courses for professional attendance (eg, at ISMPP Annual Meeting)
<b>CMPP Examination Development Activities</b>	Participation in writing and/or reviewing ISMPP Certification Program exam material or performing other activities associated with examination content development. Individuals involved in writing exam materials or performing other activities directly related to the development of certification examination content or scoring are eligible to receive a maximum of <b>8</b> CE credits per year toward recertification. These credits can be accumulated for each year of participation during a certification period. ISMPP Certification Program personnel will assign the number of credits to the specific activity on the basis of scope of work and time involved.	CMPP exam item writing CMPP exam form review
<b>Other</b>	Activities that CMPPs believe may qualify for credit can be reviewed by the ISMPP Recertification Committee. The ISMPP Certification Board and the CMPP Recertification Committee are open to other reasonable suggestions for credits. Simply submit your request for credit using the <a href="#">Request for Credit Approval</a> form, and the potential for credit hours will be evaluated on a case-by-case basis.	

<sup>a</sup>All requests will be considered on a case-by-case basis. Maximum allowable credits for writing a manuscript, book, or book chapter: lead/sole author = 6 credits; coauthor = 3 credits, self-study activity = 7 credits. The publication must directly support one of the domains for CMPP certification (ie, develop publication plan, implement publication plan, or foster ethical and compliant behavior in publications).

<sup>b</sup>Credit will be given for actual preparation time up to a maximum of 3 hours, plus actual presentation time, taking into consideration factors such as whether one or more presenters were involved and whether the presenter was a lecturer or moderator. Approval for credit hours should be based upon a preparation:presentation time ratio of a maximum of 2:1, no matter what the length of the presentation.



### 3.3 Application for CE Credit by Education Course Sponsors

The sponsor or provider of an educational activity who wishes to receive CE credits under the CMPP accreditation scheme must provide the following documentation, which details how the content of the session will provide value and further the education of CMPPs, to the Director of Credentialing [cmpp@ismpp.org](mailto:cmpp@ismpp.org) with a request for the program to be reviewed for CE credits.

- Detailed description of the program content, including agenda with session titles and durations, learning objectives and outcomes, and faculty names with their titles & affiliations
- The sponsor or provider of the educational activity should submit the documentation at least 4 weeks before the date of the activity

The Director of Credentialing will direct the Recertification Committee to review the material and decide whether sessions justify being awarded CE credits. If so, the Committee will identify the number of credits that can be awarded per session and under which content domain. If the Recertification Committee is unable to determine the suitability of awarding credit based on the information provided, additional information, (eg, more description and/or final presentation materials) will be requested. The Director of Credentialing will inform the sponsor or provider of the educational activity whether CE credits will be awarded, how many, and for which domain. The sponsor may then display the CMPP logo and CE credit disclaimer in the program. For information regarding review criteria, please see [Guidelines for Approving Continuing Education Activities](#). The decision of the Recertification Committee is final.

#### ISMPP CMPP™ CE Credit Disclaimer

“The faculty are fully responsible for all content presented. The ISMPP Certification Program assigned CE credit for the activity based upon information provided at the time of review and is not responsible for the substance or accuracy of the content.”

### 3.4 Credentialing Domains

You are required to earn CE credits in the 3 ISMPP-defined credentialing domains that represent the body of knowledge upon which the credential is based. The purpose of this requirement is to demonstrate continued overall competence in the field of medical publication. The activity selected for accrual of CE credits must clearly link to at least 1 credentialing domain. Failure to earn the required number of CE credits in any one of the credentialing domains will be deemed unsatisfactory completion of the requirements. The credentialing domains and the minimum number of credits per domain required for recertification are shown in the table.

#### Minimum Number of Credit Hours Required per Credentialing Domain

Domain	Minimum number of credit hours required over 5-year certification period	Minimum number of credit hours required over 3-year certification period
Develop Publication Plan	5	3
Implement Publication Plan	5	3
Foster Ethical and Compliant Behavior in Publications	5	3
Monitor Evolving Trends in Medical Publications	0	3
Candidate Choice (any domain)	Up to 35	Up to 18

### 3.5 Obtaining and Documenting CE Credits

CMPPs must document every credit obtained with a reference document. Certificants must track all earned CE credits using the online ISMPP CE Credit Tracker; however, simply placing credits into the Credit Tracker is not sufficient for audit purposes. CMPPs are required to place documentation for each activity directly into their Credit Tracker by using the “Upload Certificate” button. You may also keep a separate hard or soft copy of each program you attended as documentation.

## 4. DOCUMENTATION OF CE ACTIVITIES

For CMPP certificants planning to recertify by earning 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.

### 4.1 Materials Required for Documentation

Activity type	Examples	Documentation
<b>Educational Webinars</b>	ISMPP U	Screen capture (print screen) of the title slide
<b>ISMPP-sponsored Meetings</b>	Annual Meeting EU Meeting ISMPP Academy Other Meeting	Screen capture of title slide with date/time indicated OR registration confirmation receipt with proof of payment and the highlighted topic on the meeting syllabus/agenda
<b>Other Professional Meetings (including Seminars, Workshops, Courses, Meeting Sessions)</b>	CBI TIPPA Q1 AMWA MAPS EMWA COPE	<b>At least one of the following:</b> <ul style="list-style-type: none"> <li>• Certificate or other acceptable verification of attendance</li> <li>• Program or course description for live meetings (including webinars)</li> <li>• Registration/payment receipt with the names of the activities attended</li> <li>• Transcript, grade report, or verification form that indicates a passing grade in the course (if relevant)</li> <li>• Screen capture of title slide with date/time indicated (webinars)</li> <li>• Any other materials that explain the subject matter covered and the qualifications of the instructor(s) or content provider</li> </ul>
<b>Self-paced Learning Activities</b>	<ul style="list-style-type: none"> <li>• ISMPP self-study activities</li> <li>• Pre-recorded audio/video programs</li> <li>• Recorded webcasts</li> <li>• Self-paced online courses</li> </ul>	<b>At least one of the following:</b> <ul style="list-style-type: none"> <li>• Completion of a learning assessment following the activity</li> <li>• Attestation of completion following the activity</li> <li>• Certificate or other acceptable verification of completion</li> </ul>
<b>Presentation or Publication</b>	<ul style="list-style-type: none"> <li>• Presenter during an industry meeting</li> <li>• Author of a paper related to medical publications</li> </ul>	<ul style="list-style-type: none"> <li>• Complete copy of the publication or presentation AND</li> <li>• Personal record of the actual publication or presentation preparation time</li> </ul> <b>For presentations only:</b> <ul style="list-style-type: none"> <li>• Documentation from the sponsor verifying the presentation activity and time and content of the presentation (eg, a copy of the program agenda)</li> </ul>

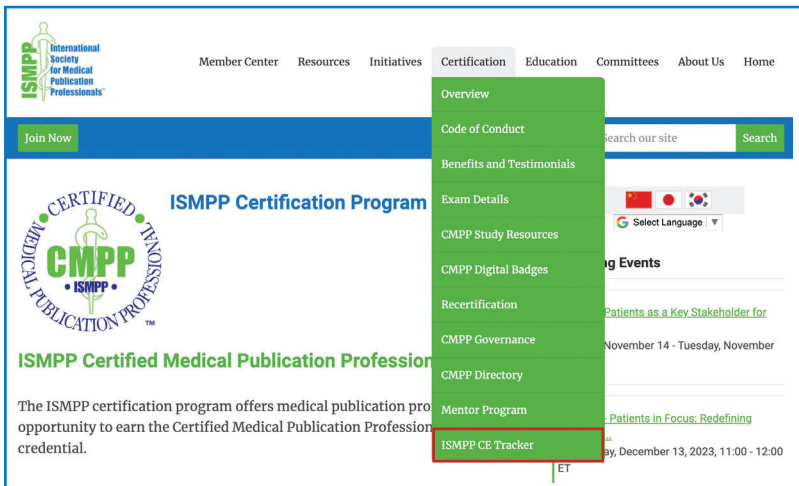
Activity type	Examples	Documentation
<b>New Learning Activity Development</b>	<ul style="list-style-type: none"> <li>• Internal company courses</li> <li>• Courses for professional attendance</li> </ul>	<p><b>All of the following:</b></p> <ul style="list-style-type: none"> <li>• Syllabus or program agenda</li> <li>• Verification of acceptance or approval by organizational sponsor</li> </ul>
<b>CMPP Exam Development Activities</b>	<ul style="list-style-type: none"> <li>• Item writing</li> <li>• Exam form review</li> </ul>	<ul style="list-style-type: none"> <li>• Personal record of actual service time and dates of service</li> </ul>
<b>Other Requests</b>		<p>For any other requests for credits that are approved by the ISMPP Recertification Committee, the best practice is to maintain documents that reflect:</p> <ul style="list-style-type: none"> <li>• The amount of time</li> <li>• Date-stamped materials</li> <li>• Example(s) of the material developed</li> </ul>



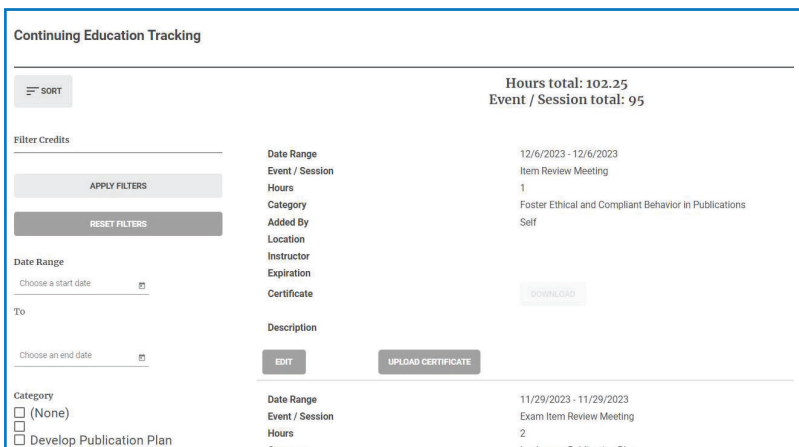
# SECTION 5

## 5. ISMPP CE CREDIT TRACKER

The ISMPP CE Credit Tracker can be found under the Certification tab on the ISMPP website ([www.ismpp.org](http://www.ismpp.org)).

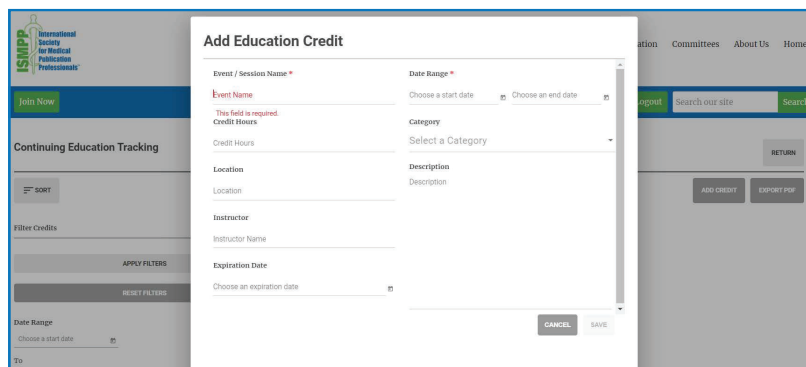


To enter a new activity, click "ADD CREDIT" at the top right of the screen.





You will then see the following screen.

The image shows a screenshot of a web application interface for adding education credit. The main window is titled "Add Education Credit" and contains several input fields: "Event / Session Name" (with a red asterisk indicating it is required), "Date Range" (with "Choose a start date" and "Choose an end date" dropdowns), "Credit Hours" (with a red asterisk and "This field is required" message), "Category" (a dropdown menu), "Description" (with a red asterisk and "Description" label), "Location" (with a red asterisk and "Location" label), "Instructor" (with "Instructor Name" label), and "Expiration Date" (with "Choose an expiration date" dropdown). At the bottom right of the form are "CANCEL" and "SAVE" buttons. The background shows a sidebar with "Continuing Education Tracking" and "Filter Credits" sections, and a top navigation bar with "Home" and "About Us" links.

You are required to complete the following fields.

- Event/Session Name – Name of activity
- Credit Hours – Number of credit hours assigned to activity (can be found on the list of [Approved CMPP Activities](#))
- Date Range – Date(s) of activity. If activity is 1 day, enter the same date for start and end date
- Category – Assigned domain for activity
- Description – Type of activity (eg, ISMPP U webinar, Annual Meeting, ISMPP EU, CBI meeting, AMWA meeting, etc)

Click SAVE once you have entered the required data in the fields.

After you have saved your entry, you may click "UPLOAD CERTIFICATE" to upload any documentation associated with the activity. By doing so, all your documentation will accompany your credits in the event of an audit.

**IMPORTANT: All your documentation must be combined into a single (1) reference document before you click "UPLOAD CERTIFICATE" for each activity.**

## 6. GENERAL RECERTIFICATION GUIDELINES

### 6.1 Reporting Process

You are responsible for the annual reporting of your recertification activities. You must use the ISMPP CE Credit Tracker to provide all required information on each educational activity for which credit hours are claimed. Your CE credits, along with all of the activities for which you want to claim credit, must be recorded in your Credit Tracker by January 31 following each calendar year in which credits have been earned. For example, if you became certified in 2024, then you would need to ensure that your Credit Tracker is up to date by January 31, 2026, for CE credits earned in 2025 and by January 31 of each remaining successive year of the certification cycle. The ISMPP CE Credit Tracker can be accessed at any time to input your CE activities (at <http://www.ismpp.org>). You do not need to wait until January to update your information.

You must maintain thorough, accurate records of your CE activities and keep copies of and upload all required documentation pertaining to the course or activity. Approximately 10% of certificants will be audited each year, at which time such individuals must have all required documentation uploaded into their Credit Tracker.

Your records and the accompanying documentation must be kept for at least 12 months after the recertification cycle has ended. Not only may you be contacted to supply additional information or clarification relating to an activity prior to granting of credit, but you may also be contacted should you be randomly selected for audit.

During the last year of your certification cycle, you must submit a fee of US\$300 along with your Recertification application. Non-ISMPP members are also required to pay the membership fee before submitting their recertification application.

The ISMPP CE Credit Tracker can be found under the Certification tab on the ISMPP website.

### 6.2 Award Process

You must submit adequate information to enable review of each claimed credit hour of activity. When you are in doubt as to whether an activity will qualify, it is best, prior to participation, to contact ISMPP Certification Program personnel ([cmpp@ismpp.org](mailto:cmpp@ismpp.org)) who will determine whether CE credit may be granted for such an activity. While all recertification activities are subject to review and approval, the following general policies are in effect:

- Credits can be earned only once for activities with identical content
- Credit is granted only after completion of the activity
- Credit is not granted for time spent at social functions or for breaks

### 6.3 Credit Denial

The ISMPP Certification Program reserves the right to evaluate all activities and programs on an individual basis, and at its discretion, to reduce or deny credits claimed. This discretion extends to the number of credits offered for a program or activity by providers other than ISMPP.

If an activity does not qualify for credit or qualifies for reduced credits, you will be notified in writing within 30 days following submission of your CE [Request for Credit Approval](#). The notice will include the activity or credits denied, reasons for denial, and procedures for appeal. You will have 60 days to appeal the decision and/or complete another activity that will qualify for credit. The appeal and all pertinent records that bear on the appeal will be forwarded to ISMPP Certification Program personnel. The Recertification Committee will meet within 30 days to discuss the appeal and to make a recommendation to the ISMPP Certification Board. The Board may adopt the Committee's recommendation by a majority vote, or it may rule in opposition by a two-thirds majority vote. The decision of the Certification Board is final.

### 6.4 Recertification Application

You must submit a Recertification Application no later than November 30 of the year your certification expires. A fee of US\$300 must be submitted along with the Recertification Application. Non-ISMPP members must pay the membership fee before they may submit their Recertification Application. The expiration date on your CMPP digital badge will then be updated for those who meet the following requirements:

- Completion of the Recertification Application
- Payment of the Recertification Application fee
- Satisfactory completion of required CE credits for the current recertification cycle

### 6.5 Remaining Credits Upon Submission of Recertification Application

No more than 5 CE credits for the 5-year certification cycle or 3 credits for the 3-year cycle may remain to be completed upon submission of the Recertification Application (no later than November 30 of the year your certification ends). In the event that the CE credit requirement has not been met by the November 30 deadline, a written, detailed plan must be submitted to the Credentialing Director explaining how the remaining credits will be completed by December 31. You will have until January 31 of the following year to finish earning your CE credits. If any of the remaining CE credit activities are deemed ineligible for credit, you must complete all remaining credits no later than April 30 of the same year.

### 6.6 Carryover of Excess Credits

Certificants who earn more than the required number of CE credits during the current recertification cycle may carry over up to 5 of the excess credits for the 5-year certification cycle or up to 3 of the excess credits for a 3-year cycle earned during the final year to the next recertification cycle. In this case, you will begin the next recertification cycle with 5 or 3 earned credits and must maintain all applicable documentation related to these activities. If you intend to use carryover credits for recertification, you must notify the Credentialing Director ([cmpp@ismpp.org](mailto:cmpp@ismpp.org)) before you submit your Recertification Application.



## 7. RECERTIFICATION POLICIES AND PROCESSES

### 7.1 Recertification Audit

Approximately 10% of certificants will be selected at random for a recertification audit each year. The purpose of the audit is to verify compliance with the policies and procedures of the ISMPP Certification Program. Those individuals selected for audit will be notified after receipt of their Recertification Application. Certificants selected for audit are required to comply with all audit instructions and have in their Credit Tracker the applicable documentation supporting all reported recertification activities for the current or most recent recertification cycle. Failure to comply with audit requirements will result in suspension or revocation of certification. The Recertification Policy can be found [here](#).

### 7.2 Why Documenting Activities and Credits Is Required

Documentation of activities and credits earned is required, as each CMPP-credentialed individual is responsible for providing evidence of his or her personal attendance/participation. Your documentation is the only proof. Neither ISMPP nor the CMPP Governance will maintain any record of your attendance or participation in accredited activities. Therefore, it is imperative that your records be regularly maintained. This may include maintaining a separate copy of all documentation in the event of a flood, fire, or other disaster. Certificants must maintain the applicable records and documentation related to each reported recertification activity for at least 12 months after the current recertification cycle has ended. Such records should be stored in a safe and secure manner. The ISMPP Certification Program reserves the right to request additional information or clarification concerning a specific activity or program prior to final acceptance and granting of credit or at a future time.

### 7.3 Prohibited Use of Credential

A certificant whose certification has been suspended or revoked may not represent that he or she is certified by ISMPP and may not use the CMPP credential or certification mark until such time as notice is received from the ISMPP Certification Program personnel that active certification status has been reinstated or the relevant recertification requirements have been met.

### 7.4 Failure to Meet Recertification Requirements

Certificants who fail to meet the requirements for recertification prior to their certification expiration date will be placed on an inactive list. The procedures shown in the table will be followed resulting either in the return of certificants to active status or the revocation of their certification.

## Procedures After Failure to Meet Recertification Requirements

<b>Suspension</b>	<ul style="list-style-type: none"><li>• A suspension notice will be issued and the certificant will be placed on immediate suspension for up to 1 year or until such time as the relevant recertification requirements are met</li><li>• The dates for the following certification period will not be altered; thus, the suspension period will run concurrent with the first year in the current certification period</li><li>• Once all relevant recertification requirements have been met, the certificant will be returned to active certification status</li></ul>
<b>Revocation</b>	<ul style="list-style-type: none"><li>• Failure to meet the relevant recertification requirements during the 1-year suspension period will result in revocation and termination of certification</li><li>• A revoked or terminated certification may not be reinstated except by direction of the ISMPP Certification Board or an authorized ISMPP Certification Program representative</li><li>• In order to regain certification, a former certificant must reapply as a new applicant and must meet all requirements of the initial certification process, including a passing score on the CMPP Certification Examination</li></ul>

### 7.5 Voluntary Relinquishment of Credential

A certificant in good standing who seeks to voluntarily relinquish his or her CMPP credential must submit a written request to an ISMPP Certification Program representative. The request must indicate acceptance of, and agreement to, the following terms. Once this requirement is met, the certificant will be removed from active certification status.

- **Prohibited Use of the Credential.** A certificant who voluntarily relinquishes his or her certification may not represent that he or she is certified by ISMPP and may not use the CMPP credential or certification mark until such time as notice is received from an ISMPP Certification Program representative that active certification status has been reinstated or that relevant recertification requirements have been met
- **Reinstatement to Active Certification Status.** A return to active certification status is based on the following timelines:
  - **Prior to the time that active certification would have expired.** The former certificant may request that active certification status be reinstated by paying all applicable fees at the time of reinstatement
  - **Within 1 year beyond the expiration date of certification.** The former certificant must meet the applicable recertification requirements and provide all applicable documentation
  - **More than 1 year beyond the expiration date of certification.** The former certificant must reapply as a new applicant and must meet all requirements of the initial certification process, including a passing score on the CMPP Certification Examination

### 7.6 Recertification of Individuals Participating in Certification Examination Development Activities

Individuals who have participated in the development of, or otherwise received information concerning the content of, the current CMPP Certification Examination may not take the examination for recertification. This restriction will remain in effect for 3 years from the date of the last exposure to examination content.

Individuals involved in writing exam material or performing other activities directly related to the development of certification examination content or scoring are eligible to receive a maximum of 8 CE credits per year toward recertification; these credits can be accumulated for each year of participation during a recertification period. ISMPP Certification Program personnel will assign the number of credits to the specific activity on the basis of the scope of work and time involved.





## 8. RECERTIFICATION APPLICATION SUBMISSION REQUIREMENT

### 8.1 Recertification Application Requirements for Candidates Who Have Accrued Credit Hours

Applications for recertification must be submitted no later than November 30 of the year of certification expiration.

Certificants are required to provide the following information on the Recertification Application:

- Personal information
- Verification of information and [Certification Code of Conduct](#) and [ISMPP Code of Ethics](#) review
- Signed Candidate Agreement and Release form
- Payment information

Completed Recertification Applications should be submitted via the ISMPP MemberClicks site. Follow this [link](#) to access the CMPP Recertification Application.

### 8.2 Recertification Application Submission Instructions

You should complete all sections of the Recertification Application to facilitate timely communication and to expedite processing.<sup>a</sup>

A certified digital signature is required, attesting that the information provided is truthful and complete. Applications will be reviewed by qualified individuals at ISMPP. Certificants are not routinely required to submit verification of statements made on the application (eg, hours of work experience). However, as a standard operating procedure, there will be an audit of 10% of applicants selected at random who will then be requested to provide this information.

Payment is required for the application at the time of submission; payment may be made by credit card (Visa, MasterCard, American Express) or cashier's check made payable to ISMPP.

<sup>a</sup>It is your responsibility to keep ISMPP informed of changes to your contact information so that you will continue to receive all certification updates and renewal notices.



# SECTION 9

## 9. QUESTIONS REGARDING RECERTIFICATION

Questions regarding recertification should be directed to the ISMPP Certification Office, which may be reached at +1-914-618-4453 or [cmpp@ismpp.org](mailto:cmpp@ismpp.org). An ISMPP Certification Program representative will provide a response.