The CMPP Credit Tracker
Instruction Guide

Welcome to the CMPP Credit Tracker. This continuing education area of MemberClicks allows you to easily report your CE activities any time, day or night. The CMPP Credit Tracker is the **only** way for you to submit your CE activities for credit.

Recertification Enrollment

You must enroll to use the CMPP Credit Tracker by completing the **CMPP Recertification Credit Tracking and Storage Fee Application**. Upon payment of the storage fee, you will have access to the Credit Tracker.

IMPORTANT: *You have 30 days before you actually will be charged the fee.* This will give you an opportunity to determine whether you wish to recertify by accruing credits and reporting them in the CMPP Credit Tracker or re-taking the certification examination. If you would like to opt-out of the Credit Tracker (which implies the re-test option), you must contact the ISMPP Certification Office at cmpp@ismpp.org prior to the conclusion of the 30-day grace period to avoid being charged the storage fee (you will not be able to cancel yourself).

See link below for application:
https://ismpp.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_129690

Getting Started

The *List of Pre-approved CMPP Activities*, which can be found in the Recertification area on the ISMPP Web site (www.ismpp.org), must be used in conjunction with the CMPP Credit Tracker.

List of Pre-approved CMPP Activities

The List of Pre-approved CMPP Activities provides the information that you need to submit your CE activities in the CMPP Credit Tracker as shown below.

Course	Activity name or description
Credit/Hours	Assigned by ISMPP Recertification Committee
Credit Type	Domain assigned by ISMPP Recertification Committee
Date	Date of activity or program
Authorization	Discrete code associated with each activity

The List of Pre-approved CMPP Activities is organized by tabs representing major programs/activities.

The "Other" tab contains ad hoc pre-approved activities.

The "Exam-related" tab allows CMPPs who have participated in exam-related tasks to enter their credit hours. The number of credits will be specific to each exam activity and will be provided during each exam-related activity session. The selected domain is at the discretion of the participant, and should be chosen based on the most appropriate domain associated with the tasks performed.

Using the CMPP Credit Tracker

To start using the CMPP Credit Tracker, click on the link to access MemberClicks.

https://ismpp.memberclicks.net/login

Then navigate to My Profile > My Features > Continuing Education. *You must have enrolled in the CMPP Credit Tracker to have the Continuing Education option in your "My Features" tab*. Please note it may take up to 24 hours after enrolling for the Continuing Education option to appear in your "My Features" tab.
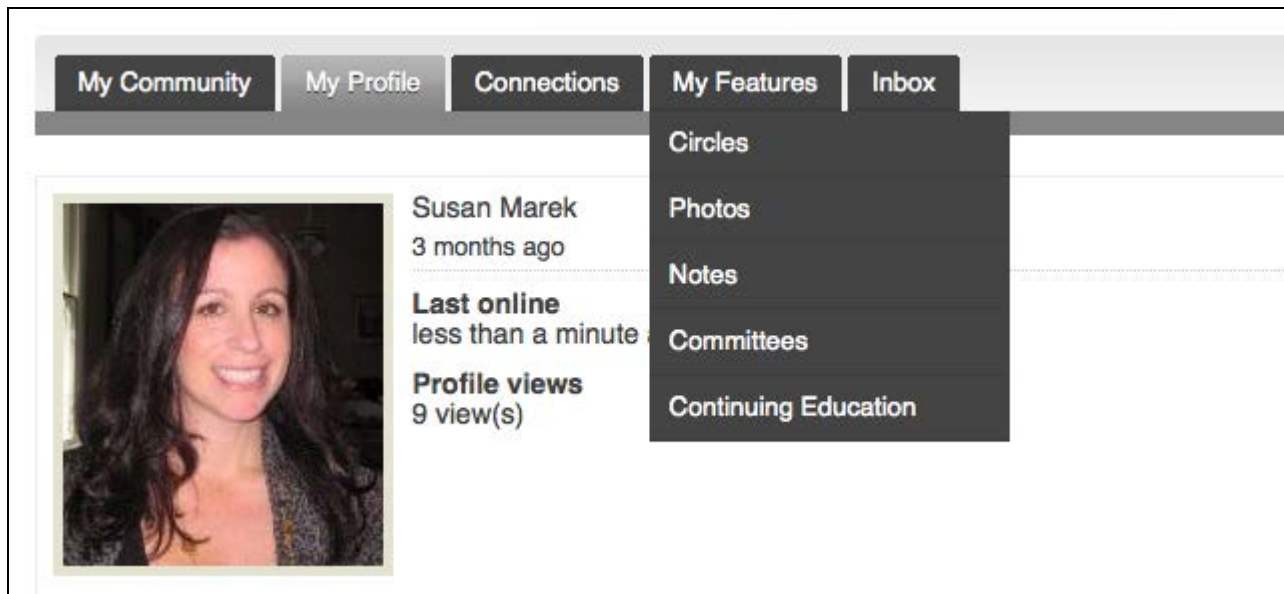

Adding Activities to Credit Tracker

If you are entering an activity that has not been pre-approved, you will need to submit the **Application for Credit Approval**. Click here to access the form:
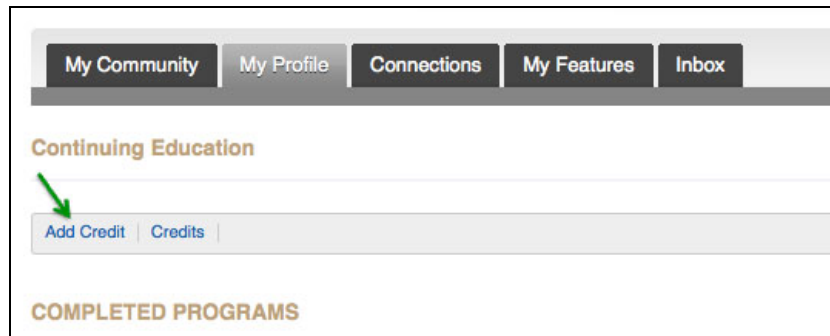https://ismpp.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_1312 44

The form is also available at www.ismpp.org under Recertification.

To input a pre-approved activity into the Credit Tracker, click on "CMPP" Under PROGRAMS. See visual on next page.
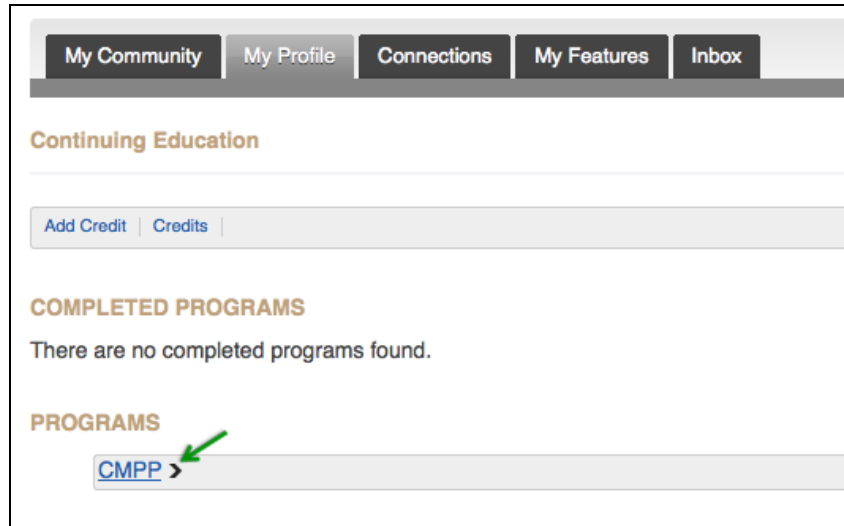
Click on "Add Credit".

You are now ready to enter an activity by completing the fields. The fields should be populated with the information from the List of Pre-approved CMPP Activities.

|	
Credit type	Use drop down menu to select the domain for which the activity has been assigned
Course	Refers to the name of the course/activity May be entered in an abbreviated form
Credits/Hours	Number of credit hours approved for activity
Date	Date of course/activity (not submission date)
Authorization	Discrete code associated with each activity

When you have finished completing all fields, click Save, and the following screen will appear.
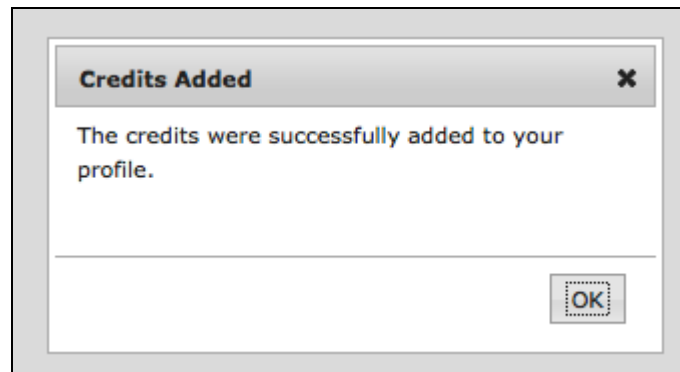
Click "OK" and you are ready to enter another activity or exit the Credit Tracker.

Viewing Your CE File

There are 2 means by which to view your CE File:

1. If you are not already on the screen, navigate to My Profile > My Features > Continuing Education. Once there, click on the CMPP tab under Programs. The result will be a general tally of your credits by domain. You will also see the number of credit hours remaining to satisfy your certification cycle credit requirements in that domain for your 5-year recertification cycle. See visual on next page.

My Community | My Profile | Connections | My Features | Inbox

Continuing Education

Add Credit | Credits |

COMPLETED PROGRAMS

There are no completed programs found.

PROGRAMS

CMPP ⌄
Certificate Status: Enrolled
[Change] [Withdraw Application]
Publication Plan Development

- Approved: 4
- Pending: 1
- Remaining: 10

Tactical Plan Development

- Approved: 0.5
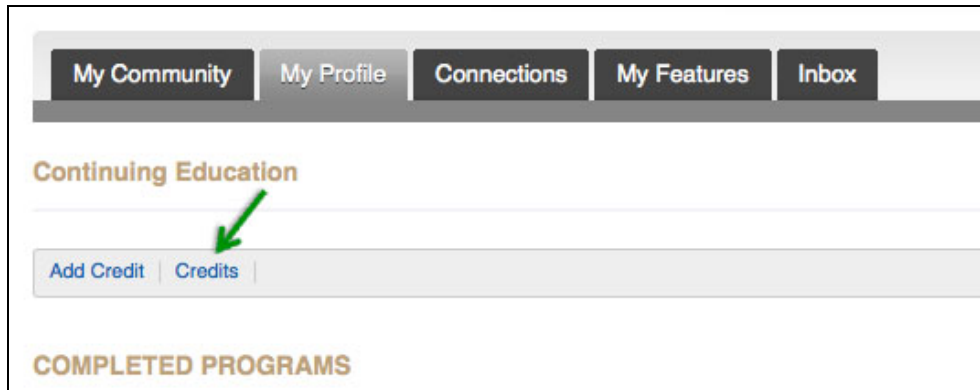- Pending: 0
- Remaining: 14.5

Publication Plan Implementation

- Approved: 0.5
- Pending: 0
- Remaining: 14.5

Professional Responsibilities

- Approved: 0
- Pending: 0
- Remaining: 15

2. Alternatively, you may click on the 'Credits' tab under Continuing Education, where you can view a list of all your activities with full information submitted.

Questions?

Please direct any questions to the ISMPP office at +1 914 618 4453 or cmpp@ismpp.org. The ISMPP Credentialing Director will provide a response or forward your question to an appropriate member of the Recertification Committee.