



CMPP *Recertification* Fact Sheet

INTRODUCTION TO CMPP RECERTIFICATION

CMPP recertification represents the process by which CMPP credential holders take the steps necessary to maintain their certification status with ISMPP. The purpose of recertification is to (1) assure maintenance of continued professional knowledge and skills in the field of medical publishing; (2) require certificants to understand and follow the standards of ethical publication practices, which continue to evolve over time; and (3) ensure ongoing involvement of CMPPs in the field of medical publishing. The Recertification Program was developed to ensure that CMPPs remain accomplished in the field of medical publications and to encourage CMPPs to continuously enhance their knowledge and skills in the area.

CERTIFICATION PERIOD/GENERAL REQUIREMENTS FOR RECERTIFICATION

Your CMPP certification is valid for five (5) years. Your recertification due date is based on the date of your initial certification, which is printed on your CMPP certificate and wallet card.

In order to be eligible to maintain CMPP certification, CMPPs must satisfy the following requirements:

- The equivalent of at least three (3) years of active employment or practice in the field of medical publications during the five (5) year certification period; and,
- Acceptance of the Certification Program agreement to uphold and abide by ISMPP's Code of Ethics and established standards and best practices.

RECERTIFICATION ELIGIBILITY ROUTES

In addition to the general recertification requirements, a CMPP must complete one of the following two alternative recertification eligibility routes.

1. First Recertification Route

Continuing Education. Earn seventy-five (75) continuing education (CE) credit hours over the 5-year period following certification. One (1) credit hour is equivalent to a 50-minute session.

- CMPPs are required to earn credits in the four (4) credentialing exam domains: strategic publication plan development; tactical publication plan development; publication plan implementation; and professional responsibilities. The minimum number of credits required per domain for recertification can be found in the Recertification Handbook.
- To qualify for credit, an activity must clearly relate or link to at least one (1) credentialing exam domain, and must directly relate to a CMPP's continued knowledge and skills in the field of medical publications. Examples include: attendance at ISMPP U webinars; attendance at specific educational activities offered at industry conferences; participation in industry-sponsored workshops; involvement in development of educational activities in the field; conference presentations/speaking engagements; and publication of articles or works related to medical publications.
- Qualifying CE activities can be sponsored by ISMPP or other organizations. To qualify for credit, the activity must meet the recertification requirements identified in the Recertification Handbook.
- Candidates who were certified in 2009 will be required to earn 3/5 of the total number of credits (75) required over 5 years to recertify, or 45 credits. Candidates who were certified in 2010 will be required to earn 4/5 of the total number of credits required, or 60 credits. All candidates who become certified beginning in 2011 are required to earn the full 75 credits for recertification.

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2. Second Recertification Route

CMPP Certification Examination. Achieve a passing score on the CMPP examination during the calendar year immediately preceding the year of certification expiration.

- If you elect to recertify by re-examination, you must submit a certification exam application, continue to meet eligibility requirements, submit application fees, and abide by retake policies.

CONTINUING EDUCATION CREDIT REPORTING REQUIREMENTS

Certificants must submit a Credit Activity Report (CAR) at the end of each certification year. For example, if a candidate became certified in September 2007, then a CAR must be submitted each September (2008, 2009, 2010, 2011, 2012) for five (5) years. CMPPs are required to maintain complete, accurate records of their CE activities, and to keep copies of all CE documentation related to a recertification period for a minimum of one (1) year following the date of recertification. With respect to educational activities, the following information must be identified on the CAR:

- Name of course or activity
- Name of instructor or presenter
- Date and location of activity
- Length of course or activity
- Top 3 learning objectives
- Explanation of how the learning objectives relate to specific exam domains
- Number of credits earned during the reporting period

CONTINUING EDUCATION CREDIT REVIEW AND APPROVAL

All recertification activities submitted for credit are subject to review and approval by the Recertification Committee. ISMPP reserves the sole and exclusive right to evaluate all activities and programs on an individual basis, and, at its discretion, to deny credits for those activities that fail to meet the terms of this policy and other ISMPP requirements.

RECERTIFICATION FEES

Each yearly CAR must be submitted with an annual fee of US\$100. In addition, the Recertification Application (submitted once at the end of the 5-year certification period) must be submitted with a fee of US\$35.

FAILURE TO SATISFY RECERTIFICATION REQUIREMENTS

A certificant's CMPP certification is terminated if recertification requirements are not satisfied prior to expiration of certification. Exceptions to this requirement can be found in the Recertification Handbook.

RECERTIFICATION HANDBOOK

The Recertification Handbook is expected to be available by Summer 2011.

MANAGEMENT AND SUPERVISION OF RECERTIFICATION PROGRAM

The ISMPP Director of Credentialing and Professional Development manages the recertification process. The Recertification Committee, composed of CMPPs appointed by the Certification Board, is responsible for supervising the Recertification Program and all recertification policies.

QUESTIONS CONCERNING RECERTIFICATION

Questions regarding recertification should be directed to Kim Pepitone, Director of Credentialing and Professional Development, at kpepitone@ismpp.org. Kim will provide a response or direct your question to an appropriate member of the Recertification Committee.

