



## NEW AND IMPROVED ISMPP CREDIT TRACKER

### Instructions for Use

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

The screenshot shows the ISMPP website interface. At the top, there is a search bar and a navigation menu with tabs: Member Center, Resources, Initiatives, Certification, Education, Committees, About Us, and Home. The 'Certification' tab is selected, and a dropdown menu is open, listing options such as Overview, Code of Conduct, Benefits, Exam Details, CMPP Study Resources, Recertification, CMPP Governance, CMPP Directory, Mentor Program, and ISMPP CE Tracker. The main content area features the ISMPP logo, a '3 YEARS' badge, and the text 'ISMPP Certification'. Below this, there is a list of bullet points describing the certification's benefits and standards. A 'Log Out' button is visible in the top right corner of the page content area.

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



Member Center Resources Initiatives Certification Education Committees About Us Home

Continuing Education Tracking

Hours total: 73  
Event / Session total: 58

ADD CREDIT EXPORT PDF

Filter Credits

APPLY FILTERS  
RESET FILTERS

Date Range  
Choose a start date  
To  
Choose an end date

Category  
 (None)  
 Develop Publication Plan  
 Foster Ethical and Compliant Beha

Date Range 1/8/2020 - 1/8/2020  
Event / Session Reviewing 2020 Form O CMPP exam  
Hours 4  
Category Implement Publication Plan  
Added By Self  
Location  
Instructor  
Expiration  
Certificate DOWNLOAD

Description  
EDIT UPLOAD CERTIFICATE

Date Range 10/21/2015 - 10/21/2015  
Event / Session GPP3  
Hours 1.5  
Category Professional Responsibilities  
Added By Admin

You will then see the following screen.

Member Center

Continuing Education Tracking

ADD CREDIT EXPORT PDF

Filter Credits

APPLY FILTERS  
RESET FILTERS

Date Range  
Choose a start date  
To  
Choose an end date

Category  
 (None)  
 Develop Publication Plan  
 Foster Ethical and Compliant Beha

Event / Session Name \*  
Event Name  
This field is required.  
Credit Hours

Date Range \*  
Choose a start date  
Choose an end date

Category  
Select a Category

Description  
Description

Instructor  
Instructor Name

Expiration Date  
Choose an expiration date

CANCEL SAVE

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, ISMPPU, Annual Meeting, ISMPP West, 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.

Please contact [cmpp@ismpp.org](mailto:cmpp@ismpp.org) with any questions.