



# *Candidate* HANDBOOK

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# Candidate HANDBOOK

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# Section 1



## 1. INTRODUCTION

The International Society for Medical Publication Professionals' (ISMPP) mission is to

- Advance the medical publication profession through education and advocacy
- Drive integrity, excellence, and transparency in medical publications
- Lead the establishment and adoption of medical publication standards and best practices

Publication planning and management is still a relatively new profession, with practice standards continuing to evolve. Nonetheless, this young profession has been placed under intense, increasing, and public scrutiny—especially with respect to the need for transparency and full disclosure in the results reporting of industry-sponsored publications. It is this context that prompted ISMPP to take a leadership role in establishing professional standards and in promoting adherence to them. Beginning in early 2009, a formal, voluntary professional certification was initiated by ISMPP, allowing the successful candidate to become an ISMPP **Certified Medical Publication Professional™ (CMPP™)**.

The ISMPP CMPP credential affirms an individual's experience base and knowledge of medical publications and provides evidence of professional competence.

As with other credentials, this credential not only establishes a baseline of knowledge, but also assesses a candidate's ability to apply knowledge in real-life work situations. The benefits of this type of credential are recognized by a broad range of internal and external stakeholders and demonstrate ISMPP's commitment to the medical publication profession. This credential also provides the public and the professional and lay media with reassurance that the industry is striving toward, and achieving, generally accepted best practices. Professionals who hold the CMPP credential have distinguished themselves by demonstrating their thorough working knowledge of all aspects of medical publishing, including planning, execution, and professional ethics.

The CMPP credential certifies **expertise** as a medical publication professional, **proficiency** in good publication practices, **commitment** to ethical and transparent data dissemination standards, and **leadership** in upholding and fostering integrity and excellence in medical publications.

### 1.1 Why Is Certification Desirable?

On an individual level, possession of the CMPP credential distinguishes those who hold it, and confirms to current and potential future employers, that the holder of the credential has demonstrated a level of knowledge, experience, and commitment to the profession. CMPPs also have agreed to uphold the ISMPP Code of Ethics and the CMPP Code of Conduct ([www.ismpp.org](http://www.ismpp.org)) to ensure that they act in a positive manner to practice and promote ethical and legal standards, while upholding the integrity of

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medical publication professionals and ISMPP as an organization. This commitment is further confirmed by the Candidate Agreement and Release, which is required to be signed and submitted as part of the application process.

At an organizational level, the CMPP credential demonstrates substantial understanding of best practices and distinguishes publication planning and medical education professionals who are truly qualified to contribute to best practices in this complex and specialized area.

## 1.2 Certification Overview

To achieve certification, candidates must pass a 150-item, multiple-choice, computer-based examination, which is administered twice annually at approved testing centers. The candidate is allowed 3 hours to complete the examination; your scheduled time of 3 hours is allocated as follows:

- Before beginning the exam, you will have up to 5 minutes to accept the nondisclosure agreement (NDA)
- After review of the NDA, you will be provided 10 minutes to complete a tutorial of the computer-based testing system
- Last, you will have 2 hours and 45 minutes to complete the exam, which consists of 150 questions

The certification examination is offered during two month-long testing windows each year: March 1-31 and September 1-30. Approved testing centers are available worldwide. Applications are processed by ISMPP, and the computer-based examination is delivered by Pearson VUE through a partnership with Professional Testing, Inc. Candidates receive a web link to a list of available test sites once their applications for examination have been processed and approved, and scheduling begins. If you cannot find a testing site in your local area, contact ISMPP; a site will be identified within three business days.

To be considered for the certification examination, an interested medical publication professional must do the following:

- Meet eligibility requirements
- Fill out and submit the application (electronically or by post), the signed Candidate Agreement and Release, and fee to ISMPP
- Select an examination testing site and date following receipt of eligibility notification

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## Section 2

### 2. CERTIFICATION ELIGIBILITY

To qualify, an applicant must meet one of the two following eligibility criteria:

Certification Eligibility Option A

1. Bachelors Degree from an accredited college/university, or an equivalent educational degree, as determined by ISMPP; and,
2. Four thousand (4,000) hours of active, verifiable employment predominately involving developing a publication plan, implementing a publication plan, fostering ethical and compliant behavior in publications and monitoring trends related to the publication profession, as defined in Candidate Handbook Section 5.1. Such qualifying work includes employment with: medical publication planning or communications agencies; pharmaceutical companies; biotechnology or device companies; and/or medical publishing firms.

[NOTE: Four thousand (4,000) employment hours and/or freelance/contracted assignment hours are the equivalent of two (2) years of full-time work experience].

-OR-

Certification Eligibility Option B

1. High School Diploma, or an equivalent, completed educational course of study, as determined by ISMPP; and,
2. Ten thousand (10,000) hours of active, verifiable employment predominately involving developing a publication plan, implementing a publication plan, fostering ethical and compliant behavior in publications and monitoring trends related to the publication profession, as defined in Candidate Handbook Section 5.1. Such qualifying work includes employment with: medical publication planning or communications agencies; pharmaceutical companies; biotechnology or device companies; and/or medical publishing firms.

[NOTE: Ten thousand (10,000) employment hours and/or freelance/contracted assignment hours are the equivalent of five (5) years of full-time work experience].

Applicants are not required to submit documents verifying that the required eligibility requirements have been satisfied (eg, transcripts, diplomas, CVs, client and project listings, named contacts). However, approximately 10% of applicants will be audited, at which time candidates will be asked to provide this information. Moreover, the accuracy of all application representations may be reviewed by ISMPP at any time.

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# Section 3

## 3. APPLICATION COMPLETION AND FEES

Applications for the CMPP examination can be downloaded from the ISMPP website (<http://www.ismpp.org/exam-details>). An application will not be processed until it is complete.

### 3.1 Application Submission Instructions

Applicants should complete all sections of the application that pertain to personal information, to facilitate timely communication and expedite processing. During the application and certification process, it is the applicant's responsibility to keep ISMPP and Pearson VUE informed of changes to contact information so that he/she will continue to receive all certification updates and renewal notices.

Application requirements:

- Completed applications forms
- Original or electronic signature, attesting that the information provided is truthful and complete
- Signed Candidate Agreement and Release form

Applications will be reviewed by qualified individuals at ISMPP. Applicants are not routinely required to submit verification of statements made on the application (eg, transcripts, diplomas, CVs). As standard operating procedure, there will be an audit of a sampling of applicants selected at random, who will then be requested to provide this information.

The completed application, agreement and release, and fee should be submitted electronically. If you are having difficulty with your submission, please contact the CMPP Office at [cmpp@ismpp.org](mailto:cmpp@ismpp.org).

#### 3.1.1 Payment Methods

All fees must be paid in US funds and may be paid by using Visa, MasterCard, or American Express. Fees may also be paid by money order or cashier's check made payable to ISMPP. Application fees are nonrefundable.

#### 3.1.2 Incomplete Applications

Candidates with incomplete applications will be notified about what is required to complete their application before processing. A candidate will have 90 days from the date of notice to supply the missing information so that the candidate may sit for the exam within the 1-year timeframe of eligibility. Candidates not completing the deficiencies within 90 days will be deemed ineligible to sit for the examination and the candidate's application will be closed. Application fees are nonrefundable, and the candidate must begin the application process anew (with all applicable fees) if applying for a future test.

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### 3.1.3 Ineligible Candidates/Application Refusal

Applications for the CMPP examination may be refused for any of the following reasons:

- Ineligible candidate per the eligibility requirements
- Falsification and/or misrepresentation of credentials on application
- Missed application deadlines. Every effort will be made to review applications received after the deadline in a timely manner to enable candidates to schedule the exam within the upcoming window.
- Failure to submit a complete application

The application portion of the certification fee is nonrefundable; testing fees will be refunded.

### 3.2 Application and Fees

Completed applications should be received 30 days before the start of the testing window (see schedule below).

Testing Window*	March 1-31	Sept 1-30
Application Deadline <sup>†</sup>	On or before February 1	On or before August 1
<b>Examination Fee</b>	ISMPP Member \$375	ISMPP Member \$375
<b>Due with Application</b>	Non-member \$570	Non-member \$570 <sup>‡</sup>
<b>Examination</b>	ISMPP Member \$195	ISMPP Member \$195
<b>Retake Fees</b>	Non-member \$290	Non-member \$290

\*When the last day of the month falls on a Sunday, the testing window will close on the last Saturday of the month

<sup>†</sup>Every effort will be made to process applications received after the deadline in a timely manner to enable candidates to schedule the exam within the upcoming window.

<sup>‡</sup>Nonmembers may opt in for ISMPP membership at no additional charge. Membership will be active from the date of payment through the end of the calendar year.

The total examination fee includes a combined non-refundable application (\$180 for ISMPP members and \$280 for non-members) and testing fee (\$195 for ISMPP members and \$290 for non-members) and should be received with a completed application at least 30 days before the beginning of the testing period. If an application is received fewer than 30 days before the start of the testing window, every effort will be made to process it in a timely manner to enable the candidate to schedule the exam within the upcoming window.

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### **3.2.1 Change Testing Location, Date, or Time**

Changes to the testing location, date, or time will be accepted up to 24 hours before the originally scheduled date and time by contacting Pearson VUE. However, it is recommended that the applicant contact Pearson VUE at least 72 hours before the originally scheduled time to increase the chances of successfully finding an alternative option. Candidates who cancel their examination less than 24 hours before the examination date will forfeit all of their fees, and will be required to reschedule their examination date and submit an Examination Retake Fee.

### **3.2.2 Emergency-Related Reschedule Fee**

Candidates who do not show up for the test because of a serious personal or medical emergency (with proven documentation) or a death in their immediate family may reschedule the examination by submitting written documentation of the extenuating circumstance within 10 days of the missed test date. This documentation should be sent directly to the ISMPP CMPP Office at [cmpp@ismpp.org](mailto:cmpp@ismpp.org) or via fax to +1.914.618.4453.

### **3.2.3 Examination Retake Fees**

In the event that a candidate fails the examination, the candidate may apply to retake the examination during the next testing window for a retake fee of \$195 for members and \$290 for non-members. The examination retake must be scheduled within one year from the original application acceptance; (eg a March candidate must retake the exam in September; a September candidate must retake the exam the following March) otherwise, the candidate is considered a new applicant and all original application and testing fees will apply.

### **3.2.4 Application Withdrawal or Rejection**

Written request from the candidate to withdraw from the test is required by the application deadline for the candidate to receive a refund of their examination fee of \$195 (ISMPP members) or \$290 (non-members). Application fees will not be refunded (\$180 ISMPP members, \$280 non-members). No refund will be applied for withdrawal requests received after the application deadline. Candidates withdrawing after the application deadline will be required to submit a new application for a future testing date and pay a new application fee. Rejected applicants will also forfeit their application fee (\$180 for ISMPP members and \$280 for non-members), but will be refunded the testing fee (\$195 for ISMPP members, \$290 for non-members).

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### 3.2.5 Failure to Appear for the Examination or Disqualification on Examination Day

Candidates who fail to appear for and/or take the examination for the following reasons forfeit all fees and must submit a new application for a future testing date:

- Failure to appear at their scheduled test site
- Arrive more than 15 minutes late for their scheduled test
- Appear with improper identification
- Withdraw/cancel their scheduled test within 5 business days of their examination (barring a documented personal or medical emergency)

## Section 4

### 4. SCHEDULING THE EXAMINATION

The examination will be held during 2 month-long testing windows. The first exam window each year is March 1-31; the second is September 1-30. Approved testing center locations are available worldwide. You will receive a web link to a list of available testing sites once your application for examination has been processed and approved and scheduling has begun.

#### 4.1 Examination Notification and Scheduling

Candidates who submit a completed application with examination fee and successfully meet the eligibility requirements will receive an e-mail notice to schedule their examination. This e-mail notification will be sent 15 to 30 days before the opening of the testing window. The e-mail will provide detailed instructions for accessing an online test scheduling system, which will provide testing locations and dates. Once a testing location and date are selected, an e-mail confirmation notice will be sent to the candidate. Upon receipt of the confirmation, the candidate should review the confirmation to ensure all information is accurate (eg, names are correct). In the event that a correction is needed, candidates should notify the testing agency by phone at

- 1.888.876.5064 (US only)
- +44-161-855-7455 (EMEA Region)
- 6038319 1085 (Asia-Pacific Region)

The confirmation will also provide the candidate with information about what to bring to the testing center and how they can familiarize themselves with the test system before the test day. **APPLICANTS ARE REQUIRED TO PRINT THE CONFIRMATION NOTICE AND BRING IT TO THE TESTING CENTER ON THE SCHEDULED TEST DATE.**

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Applicants must take the examination within one year of notification of eligibility. After one year, the application will be closed, and a candidate must re-apply and pay the full application fees to be eligible to sit for the examination.

Candidates needing special accommodations to take the examination must notify ISMPP no later than 30 days before the preferred testing date.

#### **4.2 Testing Site Cancellations**

Pearson VUE reserves the right to cancel any testing site/date and will notify the candidates before testing to provide an opportunity for rescheduling. If a candidate is unable to reschedule his/her testing site/date within the current testing window, accommodations will be made for the candidate to take the test during the next test window with no additional fees incurred.

#### **4.3 Contact Information Change Request**

In the event of address or name change, candidates should notify ISMPP at cmpp@ismpp.org and the testing agency at the telephone numbers listed in Section 4.1, respectively. Test results are mailed to the candidate at the address on the application, making it essential that the candidate's current information is included on the application or updated immediately upon change.

## *Section* 5

### **5. EXAMINATION PREPARATION REQUIREMENTS**

#### **5.1 Subject Matter Tested in the Examination**

Medical publication professionals have significant responsibility related to publishing clinical research and information. Certification demonstrates a CMPP's in-depth knowledge and understanding of the publication planning process and best practices for efficient execution of the plan. Myriad skills, abilities, and tasks are integral components of the medical publications professional's responsibility. These form the body of knowledge that is the foundation of the examination which is also referred to as the examination blueprint.

##### I. Develop Publication Plan

- A. Research the therapeutic environment
- B. Identify data to be published
- C. Assess each audience's unmet needs

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- D. Define scope of plan
  - E. Develop scientific communications framework
  - F. Develop tactical plan
  - G. Maintain publication plan over time
- II. Implement Publication Plan
- A. Identify authors/contributors for publication
  - B. Engage authors in conformity with guidelines
  - C. Follow appropriate writing, review, and approval process
  - D. Manage administrative aspects of publication plans
- III. Foster Ethical & Compliant Behavior in Publications
- A. Maintain knowledge of relevant standards, guidelines, and position statements
  - B. Apply standards of ethical conduct
  - C. Ensure appropriate disclosures are made
  - D. Ensure contributors are acknowledged
- IV. Monitor Evolving Trends related to the Medical Publication Profession
- A. Consider nontraditional platforms in publication
  - B. Quantify reach of publication
  - C. Be aware of emerging trends in data gathering and dissemination that may influence publishing

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## 5.2 Examination Preparation

Each candidate comes to the examination with unique knowledge, experience, and educational background. The examination is designed to demonstrate a level of proficiency that should be easily achieved when the eligibility requirements are met. Many applicants may choose to take the examination without any preparation, while others may wish to study. Although it is not an all-inclusive list of resources, below is a list of suggested reading materials and websites that address a sample of the information covered in the examination. Additional resource materials are available on the ISMPP website (see Key Information for Candidates; <http://www.ismpp.org/exam-preparation-materials>).

- CMPP Code of Conduct (<http://www.ismpp.org/certification>)
- ISMPP's Code of Ethics – <http://www.ismpp.org/ismpp-code-of-ethics>
- Good Publication Practice for Pharmaceutical Companies –  
<http://annals.org/aim/article/2424869/good-publication-practice-communicating-company-sponsored-medical-research-gpp3>
- Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals – [www.icmje.org](http://www.icmje.org)
- The EQUATOR Network - <http://www.equator-network.org/>
- American Medical Writers Association – [www.amwa.org](http://www.amwa.org)
- European Medical Writers Association – [www.emwa.org](http://www.emwa.org)
- Committee on Publication Ethics (COPE) – <http://publicationethics.org>
- Consolidated Standards of Reporting Trials (CONSORT) – [www.consort-statement.org](http://www.consort-statement.org)
- Council of Science Editors: White Paper on Promoting Integrity in Scientific Journal Publications – [www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3313](http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3313)
- Medical Publishing Insights and Practices Initiative: [www.mpip-initiative.org](http://www.mpip-initiative.org)

## 5.3 Sample Examination Questions

1. Evaluating an audience's knowledge base and informational needs primarily supports which of the following aspects of a publication plan?
  - A. Tactical implementation
  - B. Resourcing
  - C. Strategy
  - D. Literature review methodology

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2. Which of the following should both parties do when differences arise regarding interpretation of clinical trial results between company scientists and external investigators?
  - A. Work to find a mutually acceptable solution through scientific debate
  - B. Defer to the party that funded the research
  - C. Defer to solutions from the largest contributor of data to the study
  - D. Work to find a solution that aligns with the strategy of the study sponsor
3. For which of the following publication formats is it advisable to keep the word count to 250 words or less?
  - A. Letter to the editor
  - B. Abstract
  - C. Poster
  - D. Open-access publication
4. What does the Impact Factor measure?
  - A. How frequently the journal is issued
  - B. How frequently a journal's manuscripts are cited
  - C. How frequently the journal is mentioned in the lay press
  - D. How frequently the journal publishes original research
5. What **IMPORTANT** input does a literature gap analysis provide to the publication strategy?
  - A. Identify congresses where abstracts were presented
  - B. Define the scientific statements for the publication
  - C. Analyze the number of clinicians/surgeons that have used the product for indications discussed in selected publications
  - D. Identify the unaddressed areas of the searched literature
6. Which of the following **BEST** identifies why permissions need to be obtained prior to using a table or figure from a published work within a manuscript under development?
  - A. To honor the copyright on the original table or figure
  - B. To provide the author with an additional citation for his or her work
  - C. To allow the author of the manuscript under development to make modifications to the original table or figure
  - D. To compensate the original author for his or her work

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7. Which of the following is used to indicate statistical significance?
  - A. Study size
  - B. P-value
  - C. Number of endpoints
  - D. Beta value
8. Which of the following activities are considered acceptable for a sponsor/funder of a clinical trial?
  - A. Design and conduct of the study; preparation, review, or approval of the manuscript; final publication rights
  - B. Collection, management, analysis and interpretation of data; preparation, review, or approval of the manuscript; final publication rights
  - C. Design and conduct of the study; collection, management, analysis and interpretation of data; preparation, review, or approval of the manuscript
  - D. Design and conduct of the study; sole interpretation of the data; preparation, review, or approval of the manuscript
9. Which of the following provides a comprehensive list of ongoing clinical research in a given therapeutic area?
  - A. Study sponsors
  - B. ClinicalTrials.gov
  - C. National Institutes of Health
  - D. Food and Drug Administration
10. Which of the following is the **MOST** appropriate and transparent approach to disclosure of potential author conflicts of interest?
  - A. Require all authors to submit comprehensive disclosure statements and do not publish them with the article
  - B. Request all authors to submit comprehensive disclosure statements and publish them with the article
  - C. Request all authors to submit comprehensive disclosure statements and do not publish them with the article
  - D. Require all authors to submit comprehensive disclosure statements and publish them with the article
11. According to ICMJE, which of the following criteria are among those required to qualify an individual for authorship of an original article?
  - A. Substantial contribution to conception and design of a clinical trial
  - B. Substantial support of a clinical trial
  - C. Supervision of a clinical investigator who qualifies as an author
  - D. Substantial monitoring of a clinical trial by a clinical research associate

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12. Which of the following is the best website to determine whether a journal endorses ICMJE's *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals*?
- A. ICMJE
  - B. Publisher
  - C. Journal
  - D. Association

**Sample Questions Answer Key:** 1:C; 2:A; 3:B; 4:B; 5:D; 6:A; 7:B; 8:C; 9:B; 10:B; 11:A; 12:C.

#### 5.4 Computer-Based Examination Demonstration

Pearson VUE, the testing agency that oversees administration of the examination, has a short tutorial that familiarizes candidates with the examination software's user interface. Candidates will receive a link to the tutorial with their confirmation e-mail and will be able to access the tutorial at the exam site before the exam. Once candidates begin taking the exam, they may still also go back to the tutorial, but the exam time clock does not stop. It is therefore recommended that candidates review this tutorial before arriving at the testing facility. Candidates can access this demonstration at Pearson VUE's Website (<http://pearsonvue.com/athena/>).

## Section 6

### 6. EXAMINATION DAY

The CMPP examination is a computer-based, 150-question, multiple-choice test. Candidates should plan to arrive at the testing center no later than 15 minutes before the start of the testing session. Those arriving more than 15 minutes after the start of the exam may not be allowed to sit for the examination and will need to reschedule for another testing date. A candidate will have 3 hours to complete the examination, which includes the time used to access the exam and familiarize yourself with the computer-based system (see page 5 for specific details on time allocation). Once begun, no additional time will be added to the clock.

#### 6.1 Proof of Identification

Candidates are to provide two forms of valid ID, one primary with a photo and signature, one secondary with a signature. If the candidate does not provide the proper IDs, the candidate must not be allowed to test. The candidate's name on the identification must match the name on the CMPP Application. Professional Testing Inc. accepts the standard forms of candidate ID.

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## Acceptable forms of identification include (must be valid/unexpired)

### Primary

- Government-issued driver's license
- State/national identification card
- Passport\*
- Military ID\*
- Alien registration card (green card, permanent resident visa)
- U.S. Passport card
- U.S. Dept. of State Driver's License

\* The primary ID must contain a photo & signature unless the signature is embedded in the identification. When this occurs candidate must present another form of signature identification from the primary or secondary list.

### Secondary

- Any ID on the primary list
- Social Security card
- Credit/bank ATM card (signature required)

## 6.2 Examination Rules

Admittance to the examination testing site is by appointment only. The following rules are enforced at the testing site to ensure consistent and fair testing experiences for all candidates:

- Candidates must arrive at the testing site no later than 15 minutes before and no later than 15 minutes after the examination is scheduled to begin
- Candidates must present an approved, unexpired form of identification with a photo and signature
- Candidates must present the printout of the examination confirmation e-mail
- No examination materials, documents, or memoranda are allowed into or out of the testing room
- No questions may be asked concerning the content of the examination during the examination period. Candidates should listen carefully to directions given by the proctor
- Smoking is not allowed in the testing room
- All examinations may be monitored by audio and/or video format

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- No breaks are scheduled during the examination. Candidates who need to leave the testing room for a break will be required to sign out of and back into the testing room, and present their photo identification upon re-entry, and will not be allowed additional testing time
- Candidates who clearly violate testing procedures will be removed from the testing room and their test will be terminated, deemed spoiled, and not scored
- **Prohibited Items:** Candidates are expressly prohibited from bringing the following items to the test site:
  - Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
  - Notes, books, dictionaries, or language dictionaries
  - Book bags or luggage
  - iPods, mp3 players, headphones, or pagers
  - Calculators, computers, PDAs, or other electronic devices
  - Personal writing utensils (i.e., pencils, pens, and highlighters)
  - Watches
  - Food and beverage
  - Hats, hoods, or other headgear

An area will be provided for storage of such materials. Pearson VUE, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

Candidates are prohibited from disclosing, publishing, reproducing, or transmitting for any reason any portion of the examination in any form and by any means (verbal or written) without express written permission of ISMPP. Violations will result in exam disqualification and will be reported to the CMPP Board for possible further disciplinary action.

### 6.3 Reasonable Accommodations

The ISMPP certified medical publication professional program does not discriminate among candidates on the basis of age, sex, race, religion, national origin, disability, sexual orientation, or marital status.

Reasonable accommodations will be provided on a case-by-case basis to candidates with disabilities to ensure that they are given a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Determination of reasonable accommodations is based on the individual's specific

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request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations are generally provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (eg, walking, talking, hearing, and performing manual tasks), have a record of such physical or mental impairment, or are regarded as having a physical or mental impairment.

The need for special accommodations must be indicated on the application. The candidate must also submit written documentation provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

Accommodation requests must be submitted to ISMPP not later than 30 days before the testing date.

## Section 7

### 7. EXAMINATION SCORING

ISMPP will notify candidates of their pass/fail status within four to six weeks of the close of the testing window. The passing score of the examination is determined by a criterion-referenced procedure known as standard setting. Experts in the field review the examination questions and evaluate them according to how successful a candidate with minimally acceptable competency would be in answering them. This determines a minimum passing score. Raw scores are scaled statistically to ensure that all versions of the examination are of equal difficulty.

#### 7.1 Letter and Certificate

Successful candidates will receive a personalized certificate, which is suitable for framing, and a wallet card, acknowledging them as a Certified Medical Publication Professional.

#### 7.2 Retaking the Examination

Candidates who fail the examination may reapply to take the examination during the next testing window. They must complete an application, check the re-take Applicant box, and submit a retake fee of \$195/290 for members/non-members.

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### 7.3 Appealing the Results

ISMPP has a formal certification appeals procedure that can be found on the website ([http://www.ismpp.org/assets/docs/Certification/cmpp\\_appeals\\_procedures\\_approved\\_6\\_8\\_10.pdf](http://www.ismpp.org/assets/docs/Certification/cmpp_appeals_procedures_approved_6_8_10.pdf))

### 7.4 Maintaining Certification

The certificate must be renewed every 3 years. Certificants have 2 methods for obtaining recertification:

- CMPP examination, whereby certificants may take the then prevailing examination to recertify for a further 3-year period
- CMPP recertification process; for detailed information on recertification, (<http://www.ismpp.org/recertification>).

## Section 8

### 8. EXAMINATION CONDUCT RULE

#### 8.1 Certification Program Administration

The certification program is overseen by the ISMPP Certification Board and is administered by Professional Testing, Inc and Pearson VUE, under the supervision of ISMPP. The ISMPP Certification Board operates semi-autonomously within ISMPP, and is responsible for appropriate development, evaluation, supervision, and administration of all aspects of the ISMPP Certification Program.

#### 8.2 Certification Revocation

Please refer to the appropriate section of the ISMPP website for more information on certificaton revocation (<http://www.ismpp.org/cmpp-governance>).

#### 8.3 Application Requirements Checklist

(This checklist is for your benefit only and should not be submitted to the CMPP Office.)

I have met one of the following education/experience requirements:

- Bachelor's degree from an accredited college/university or an equivalent credential and at least 2 years of demonstrated professional experience in the medical publications field.
- High school diploma (or equivalent) and at least 5 years of demonstrated professional experience in the medical publications field.

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- I have completed the application.
- I signed the attestation regarding the veracity of the information submitted.
- I signed the Candidate Agreement and Release form.
- I have attested to the ISMPP Code of Conduct.
- I have made payment in U.S. funds by money order, cashier's check (payable to ISMPP), Visa, MasterCard, or American Express credit card.
  - I am an ISMPP Member and my application will be received at least 30 days before the start of the testing window - \$495.
  - I am NOT an ISMPP Member and my application will be received at least 30 days before the start of the testing window - \$690.

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