

CMPP™

Candidate Handbook



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SECTION 1

1. INTRODUCTION

The International Society for Medical Publication Professionals (ISMPP) is a professional member association formed in 2005 and registered as a not-for-profit under Section 501(c)(6) of the US Internal Revenue Code.

Publication planning and management is a constantly changing landscape, with practice standards constantly evolving. This 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™)**.

This Handbook contains the information you need to apply and sit for the CMPP exam.

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. 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 that CMPPs have 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

1.1 The Value of CMPP Certification

✓ Professional Recognition



Distinguishes you as a member of a prestigious community of certified professionals recognized by colleagues, employers, and business partners/clients

✓ Career Advancement



Increases opportunities for professional growth and advancement

✓ Industry Credibility



Demonstrates your leadership and dedication to the highest standards of integrity, transparency, and ethics

✓ Extensive Knowledge



Codifies your deep understanding of best practices, guidelines, and ethical standards that drive quality and transparency

Some of the many benefits of holding the CMPP credential include:

- Professional recognition – By colleagues, employers and business partners/clients
- Career advancement – Increased opportunities for professional growth and advancement
- Industry credibility – Credential represents leadership and dedication to the highest standards of integrity, transparency, and ethical behavior
- Extensive knowledge – Codifies your deep understanding of best practices, guidelines, and ethical standards

CMPPs agree to uphold the ISMPP [Code of Ethics](#) and the CMPP [Code of Conduct](#) to ensure that their actions promote ethical and transparent standards, while upholding the integrity of medical publication professionals and ISMPP as an organization. This commitment is further confirmed by the Candidate Agreement and Release, which is part of the CMPP application process.

1.2 Certification Process

To achieve CMPP certification, candidates must pass a 150-item, 3-hour, multiple-choice, computer-based examination. 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, or a candidate may take the exam online via OnVUE, Pearson's online proctoring technology. 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, or to opt in to the online exam once their applications for examination have been processed and approved, and scheduling begins. If you cannot find a testing site in your local area, you may contact ISMPP (cmpp@ismpp.org), or you may choose to take the exam online.



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 predominantly involving developing a publication plan, implementing a publication plan, and fostering ethical and compliant behavior in publications. 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 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 predominantly involving developing a publication plan, implementing a publication plan, and fostering ethical and compliant behavior in publications. 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 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 may 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.

3. EXAM TESTING OPTIONS

Candidates may take the CMPP exam online* at their home or office, or at a Pearson VUE test center.

3.1 OnVUE: Remote Proctored Exam Option

OnVUE is Pearson's online proctoring technology that delivers the CMPP exam. To use OnVUE, a candidate must have an internet connection, webcam, and the OnVUE software, which is downloaded prior to exam day.

It is the responsibility of candidates to review and understand all requirements if they choose to take the exam online via OnVUE. Candidates are strongly advised to run a system test before scheduling an OnVUE exam appointment. Instructions may be found at <https://home.pearsonvue.com/pti/onvue>.

OnVUE implements live monitoring. Test takers are monitored by artificial intelligence and a Pearson VUE-certified proctor via webcam and microphone during the exam. Exams are terminated immediately if prohibited behavior, such as cell phone use, reading references, or talking to another individual, is detected.

3.1.1 Technical Requirements to Use OnVUE

- Internet connection
- Desktop or laptop (tablets and touchscreens may NOT be used)
- Single monitor (extra monitors are prohibited)
- If using a laptop with an external monitor, the candidate must have an external mouse, keyboard, and webcam. The lid of the laptop must remain closed
- Use of a personal computer rather than a work computer is recommended, as work computers may have additional security that could interfere with the testing session

The two most frequent causes of technical issues are 1) testing on an employer-issued computer and 2) unreliable internet connections. Firewalls or security settings from employer-issued computers may prevent the OnVUE software from operating properly. Unreliable internet connections (eg, wireless networks, hotels, VPNs, mobile hotspots) may interrupt connectivity. For these reasons, we strongly recommend using a personal computer (ie, one **not** issued by your employer) and a wired, ethernet connection.

3.1.2 Requirements for the Testing Environment

- The candidate test area must be in a walled room, with a closed door and without distractions.
- Nobody can enter the room during testing. If another person enters the room during testing, the exam will be terminated, and candidates will have to apply again and pay the exam fee to retake the exam at another time.
- Test takers must demonstrate that their desk surface is clean and not within arm's reach of books; notepads; sticky notes; papers; pens or other writing instruments; or any other articles.
- Additional monitors and computers must be turned off and unplugged.
- Items on the walls with writing on them, such as whiteboards, will be inspected.

*Pearson does not deliver online exams in China, Cuba, Iran, North Korea, Sudan, or Syria. Testing is also currently suspended throughout Russia, Belarus, and the Donetsk, Luhansk, Sevastopol and Crimea regions of Ukraine (as noted in the Pearson authorization e-mail sent to candidates).

If you violate any of the following rules during your OnVUE exam session, your exam will be terminated, and your exam fee will be forfeited.

- You **MUST** stay within your webcam view once you have checked in
- You cannot move your webcam once your exam session has begun
- You cannot get up and walk around
- You cannot leave your testing environment
- Nobody may enter your testing environment
- Nobody's voice should be heard
- You may not mumble or speak out loud
- You may not access unauthorized materials (eg, mobile devices, watches, or any other item not allowed)
- You may not use headphones or a headset (wired or Bluetooth), unless you have received explicit approval before your exam session
- You may have a beverage in any clear container, but food and smoking are not permitted
- You must remain fully clothed throughout the entire session
- You may not take a break at any time during the exam session

3.1.3 Specific Rules that Apply to the Online Exam

Test takers are not permitted to leave the room where they are taking the exam. Breaks are not allowed for any reason. If the test taker leaves the room, the proctor will end the exam session and the candidate will not be allowed to continue testing. If the exam session is terminated, candidates will have to apply again and pay the exam fee to retake the exam at another time. Water in a clear glass is allowed during testing; however, eating, smoking, and chewing gum are prohibited.

Please note that if your computer or internet connection fails for any reason during an OnVUE session (that is not the fault of Pearson), your session will be terminated and you will have to pay the exam fee again to reschedule your test during the same exam window.

For more information about OnVUE and the CMPP online exam, visit <https://www.ismpp.org/exam-details>.

3.1.4 Resources Available for Candidates Taking the Online Exam

There are many policies and procedures that must be followed or the candidate risks termination of their exam for rule violations. In this circumstance, the candidate forfeits all exam fees, and must apply again (and submit all fees) to take the exam in the future.

For security purposes, please expect proctors to ensure that you strictly adhere to all exam rules. If you believe that potential disruptions from proctors during your exam will be distracting, you may consider taking the exam at a test center.

The following link provides detailed information about OnVUE and the OnVUE test experience. It is strongly recommended that candidates review all available information before initiating the online exam.

- <https://home.pearsonvue.com/pti/onvue> (be sure to view *Technology Requirements* and the *OnVUE Testing Experience* video).



SECTION 4

4. APPLICATION COMPLETION AND FEES

Applications for the CMPP examination are completed in LearningBuilder, which may be accessed from the ISMPP website (www.ismpp.org/my-cmpp-login).

4.1 Application Submission Instructions

The completed application and fee should be submitted electronically. If you are having difficulty with your submission, please contact the CMPP Office at cmpp@ismpp.org.

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 they will continue to receive all certification updates and renewal notices.

4.1.1 Payment Methods

All fees must be paid in US funds and may be paid by using Visa, MasterCard, or American Express.

Application fees are nonrefundable.

4.1.2 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 test window.

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

4.2 Application and Fees

Applications should be completed in LearningBuilder 30 days before the start of the testing window (see schedule below).

Testing Window*	March 1-31	Sept 1-30
Application Deadline [†]	On or before February 1	On or before August 1
Examination Fee[‡] (Developed Countries[§])	\$595	\$595
Examination Fee (Developing Countries[§])	\$395	\$395
Examination Retake Fee (during subsequent testing window)	\$250	\$250

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

[†]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 test window.

[‡]In addition to the exam fee, non-ISMP members must pay a non-member administrative fee (which includes 1 year of ISMP membership) to access the exam application in LearningBuilder.

[§]According to the World Bank.

The total examination fee includes a combined non-refundable application (\$395) and testing (\$200) fee.

Exam retake fees are only applicable during the subsequent test window. If a candidate fails to retake the exam during the next test window, which was subject to a fee of \$250, the next exam attempt is subject to the full exam fee.

4.2.1 Changes to Testing Location, Date, or Time

Changes to the testing location, date, or time are accepted up to 24 hours before the originally scheduled date and time by visiting the Pearson website. 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. You may cancel or reschedule your online proctored exam up to 1 hour before your scheduled appointment.

4.2.2 Exam Test Date Deferrals

Upon approval of the exam application, candidates may defer their exam to the subsequent test window. The request must be made at least 72 hours before their scheduled exam appointment. The deferral will be considered once the candidate provides confirmation that their current exam appointment has been canceled and they have paid the \$150 deferral fee. Candidates must take the exam during the subsequent test window or they forfeit all fees and their exam application will be closed. An exception will be made for medical/family emergency situations for which the candidate can provide documentation. In this case, a second and final deferral may be granted. In all cases of medical/family emergencies, the \$150 deferral fee will be waived.

4.2.3 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 ISMP CMPP Office at cmpp@ismpp.org.

4.2.4 Examination Retake Fees

In the event that a candidate fails the examination, the candidate may retake the examination during the next testing window for a retake fee of \$250. The retake fee of \$250 is only applicable if the original exam fee was the full fee. For example, if a candidate fails a retake exam for which they paid \$250, the next exam attempt is subject to the full exam fee. The examination retake must be scheduled during the subsequent test window; otherwise, the candidate is considered a new applicant, and all original application and testing fees will apply.

4.2.5 Application Withdrawal or Rejection

Written request from the candidate to withdraw from the exam is required by the application deadline for the candidate to receive a refund of their examination fee of \$200. Application fees (\$395) will not be refunded. 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 (\$395), but will be refunded the testing fee (\$200).

4.2.6. Forfeiture of Exam Fees

The following circumstances will result in forfeiture of all exam fees. Candidates will be required to submit a new exam application and all required fees if they wish to take the exam in the future.

- Failure to cancel 24 hours prior to exam appointment at a test center or 1 hour prior to an online exam
- Failure to reschedule an exam within the test window after an appointment cancellation
- Failure to make an exam appointment after application approval
- Failure to appear at the scheduled test site
- Failure to arrive within 30 minutes of exam appointment
- Failure to provide proper/sufficient forms of identification
- Failure to comply with all OnVUE rules during the online exam
- Failure to comply with admission or testing rules at a test center

4.3 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 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 no later than 30 days before the testing date. The candidate may be responsible for any fees associated with the accommodation over \$300 if they wish to take the exam.



SECTION 5

5. SCHEDULING THE EXAMINATION

The CMPP examination will be held during two 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 from Pearson VUE to a list of available testing sites, or to choose the option to take the exam online once your application for examination has been approved and scheduling has begun. To view a current list of test centers, visit home.pearsonvue.com/ismpp.

5.1 Examination Notification and Scheduling

Candidates who submit a completed application with examination fee and successfully meet the eligibility requirements will receive an email to schedule their examination. The email will provide detailed instructions for accessing the online test scheduling system, which will provide testing locations and dates. All exam scheduling is done online with a candidate's Pearson VUE web account. If you encounter problems scheduling your exam or if you need to modify your Pearson VUE account profile First or Last name to match your Photo ID, please contact ISMPP at cmpp@ismpp.org.

After your test is scheduled, Pearson VUE will send you an appointment confirmation email listing your test date, testing time, the address and phone number of the test center, and directions to the test center. Candidates must verify that the information is correct and read the Pearson VUE Testing Center policies.

Candidates may cancel or reschedule their exam appointment online within 24 hours of the test date at an exam center and within 1 hour of an OnVUE exam appointment.

Pearson VUE will send a confirmation email each time an exam is rescheduled or an appointment is canceled. If you do not receive a confirmation email, please visit <https://www.pearsonvue.com/us/en/ismpp.html> and recheck the status of your appointment. The Pearson VUE confirmation email is the only valid proof of your appointment status.

5.2 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.

5.3 Contact Information Change Request

In the event of e-mail address or name change, candidates must notify ISMPP at cmpp@ismpp.org.

6. EXAMINATION PREPARATION REQUIREMENTS

6.1 Subject Matter Tested in the Examination

Certification demonstrates a candidate's in-depth knowledge and understanding of the publication planning process and best practices for efficient execution of the plan. A myriad of skills, abilities, and tasks are integral components of the medical publication 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.

Competency Domain	Duties
Develop Publication Plan	• Research the disease and therapeutic landscape • Identify data to be published • Identify and assess each audience's informational and educational needs • Define scope of plan • Manage Publication Steering Committee • Apply scientific communication platforms • Develop tactical plan • Monitor evolving trends
Implement Publication Plan	• Identify and engage authors/contributors for publication • Follow appropriate writing, review, and approval process • Manage administrative aspects of publication plans • Track metrics of individual publications and overall plan • Monitor evolving trends
Foster Ethical & Compliant Behavior in Publications	• Maintain knowledge of relevant standards, guidelines, and position statements • Apply standards of ethical conduct • Ensure appropriate disclosures are made • Ensure contributors are acknowledged • Monitor evolving trends

6.2 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 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 at <https://www.ismpp.org/cmpp-study-resources>.

Resource	Access
CMPP Code of Conduct	www.ismpp.org/code-of-conduct
ISMPP Code of Ethics	https://www.ismpp.org/code-of-ethics-a
DeTorra LM, Toroser D, Sykes, A, et al. Good publication practice (GPP) guidelines for company-sponsored biomedical research: 2022 update. <i>Ann Intern Med.</i> 2022. doi:10.7326/M22-1460.	Publication: https://www.acpjournals.org/doi/full/10.7326/M22-1460 Supplement: https://www.acpjournals.org/doi/suppl/10.7326/M22-1460
Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals	www.icmje.org
The EQUATOR Network	www.equator-network.org/
American Medical Writers Association	www.amwa.org
European Medical Writers Association	www.emwa.org
Committee on Publication Ethics (COPE)	www.publicationethics.org
Consolidated Standards of Reporting Trials (CONSORT)	www.consort-statement.org
Commonly Used Acronyms	https://www.ismpp.org/study-resources-practice-test
ISMPP U presentations	ISMPP Learning Hub at www.ismpp.org
ISMPP Meeting sessions	ISMPP Archives at www.ismpp.org

6.3 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 authorization to test 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 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/>).

6.4 Exam Day Preparation Resources

It is highly recommended that candidates review the following links to prepare for their exam appointment:

- [Candidate Rules Agreement](#) (review prior to exam check-in)
- [ID Requirements](#) (list of acceptable IDs)
- [Exam Check-in Process](#)
- [Helpful Resources for Test Takers](#)

7. EXAMINATION DAY

The CMPP examination is a computer-based, 150-question, multiple-choice test. Candidates should plan to arrive at the testing center, or login to OnVUE no later than 30 minutes before the start of the testing session to complete all necessary check-in procedures. Those arriving more than 30 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. Once begun, no additional time will be added to the clock.

7.1 Proof of Identification

Candidates must provide **one primary government-issued photo ID** at the test center or during the check-in for the exam via OnVUE. If the candidate does not provide the proper form of ID, the candidate will not be allowed to test. The candidate's first and last names on the identification must **EXACTLY** match the names on the CMPP Exam Application. Professional Testing Inc. accepts the standard forms of ID. Pearson VUE will only match your **FIRST** and **LAST** names on your ID. Any middle/other names or initials on your ID will be ignored.

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

- 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, the candidate must present another form of signature identification from the primary or secondary list.

7.2 Test Center 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. Prior to check-in, candidates should review the **Candidate Rules Agreement**.

- Candidates must arrive at the testing site no later than 30 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 (for details see Section 7.1)
- Candidates must present the printout of the examination confirmation e-mail
- Personal items are NOT permitted in the testing room (including examination materials, documents, etc)
- 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



SECTION 7

- All examinations may be monitored by audio and/or video format
- 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 (ie, 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.

Pearson has a **zero-tolerance policy** for electronic devices. If a prohibited device is found during screening, candidates will be asked to leave the test center and will forfeit all exam fees.

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 ISMPP Certification Board for possible further disciplinary action.

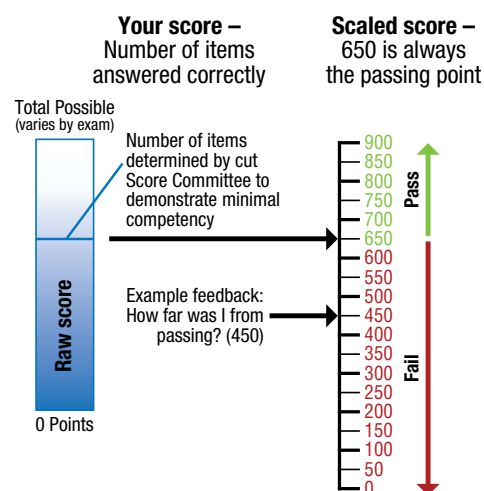
8. EXAMINATION SCORING

The passing score of the CMPP examination is determined by a criterion-referenced procedure known as standard setting. Experts in the field review the exam questions and evaluate them according to how successful a candidate with minimally acceptable competency would be in answering them. This determines a minimum passing raw score. Raw scores are scaled statistically to ensure that all versions of the examination are of equal difficulty.

The raw passing score is then mathematically converted to a scaled score between 0 – 900 of which a candidate needs a score of 650 to pass. Scaling is commonly done for this type of exam, so that comparable results are reported even when exam forms and raw passing scores vary over time. A scaled score is NOT a percentage score; rather, it is a transformation of a raw score.

ISMPP will notify candidates of their pass/fail status within 4 to 6 weeks of the close of the testing window (not after their individual exam). Exam window close dates are March 31 and September 30, respectively; however, ISMPP reserves the right to extend the test window for special circumstances.

To help candidates who fail to pass the exam (ie, a score <650) understand areas for improvement, the candidate will receive their scaled score and performance by content domain to help guide preparation for retaking the exam.



8.1 Digital Certificate

Successful exam candidates will receive a digital certificate, or badge, acknowledging them as a Certified Medical Publication Professional. Digital badges are convenient, portable, and web enabled. The digital badge contains certification issue and expiration dates in addition to other relevant information.

8.2 Retaking the Examination

Candidates who fail the examination may retake the examination during the next testing window for a retake fee of \$250.

8.3 Appealing the Results

ISMPP has a formal [certification appeals procedure](#) that can be found on the website.

8.4 Maintaining Certification

The CMPP certification must be renewed every 5 years. Certificants have 2 options for obtaining recertification:

- CMPP examination, whereby certificants may take the then prevailing examination to recertify for a further 5-year period
- Continuing Education

For detailed information on recertification, visit (<http://www.ismpp.org/recertification>).



SECTION 9

9. EXAMINATION CONDUCT RULE

9.1 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.

9.2 Certification Revocation

Please refer to the appropriate section of the ISMPP website for more information on certification revocation (<https://www.ismpp.org/code-of-conduct>).