



Guidelines for Assigning Hours to Credit Requests

General Policy

The number of credit hours for activities that are not pre-approved will be determined on a case-by-case basis by the ISMPP Recertification Committee. The decision to award credit for an activity along with the associated approved hours is at the sole discretion of the Recertification Committee. Factors in determining credit for activities include, but are not limited to, the following:

- Duration of the activity presentation and/or content research/development (preparation time)
- Number of authors or co-presenters
- The contribution of moderation versus presentation
- Rigor of content

Content must be directly related to one of the content domains for CMPP certification (ie, develop publication plan, implement publication plan, foster ethical & compliant behavior in publications) and cannot be a work for hire. For example, development of content about publication strategy for the ISMPP MAP Newsletter would qualify as an activity eligible for CE credit.

While credit may be granted to a CMPP for presentation of material that is not deemed credit worthy for attendees of a session because the content may not be suitably advanced, it is expected that the content of the requested activity is appropriately rigorous, accurate, and at the necessary level for the education of the intended audience. For example, while a basic workshop on publication planning would not qualify for credit for attendees, the faculty for such a workshop may be awarded credit for this activity.

Documentation is required to support all requests for credit. Please refer to the Recertification Handbook for requirement details.

Publications

The **maximum** allowable number of credits for writing a manuscript, book, book chapter, etc is 6 for the lead author and 3 for a co-author. The publication must directly support one of the content domains for CMPP certification (ie, develop publication plan, implement

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publication plan, foster ethical & compliant behavior in publications) and cannot be a work for hire. Credit will be granted for actual preparation time.

Posters

The **maximum** allowable credits for development and/or presentation of a poster is 4 for the lead author and 2 for a co-author. The content must directly support one of the content domains for CMPP certification (ie, develop publication plan, implement publication plan, foster ethical & compliant behavior in publications). Approval for credit hours should be based upon a content research/development (preparation time):presentation time ratio of a maximum of 2:1 no matter the duration of the presentation. Therefore, the approved credit for a 1-hour presentation would have a maximum allowable approval of 2 hours of content research/development time for a maximum of 3 total credit hours awarded.

Presentation and Content Development for a Meeting Session/Webinar/Course - Faculty

Credit will be given for actual preparation time up to a maximum of 3 hours, plus actual presentation time, taking into consideration factors such as whether one or more presenters were involved and whether the requestor was a presenter or moderator. Approval for credit hours should be based upon a content research/development (preparation time):presentation time ratio of a maximum of 2:1 no matter the duration of the presentation, with a maximum preparation time of 3 hours allowed. Therefore, the approved credit for a 1-hour presentation would have a maximum allowable approval of 2 hours of content research/development time for a maximum of 3 total credit hours awarded.

While credit may be granted to a CMPP for presentation of material that is not deemed credit worthy for attendees of a session because the content may not be suitably advanced, it is expected that the presented content of the requestor is appropriately rigorous, accurate, and at the necessary level for the education of the intended audience.

Attendance at Courses/Webinars/Podcasts, Training, etc

Credit will be given for actual time attending a course, webinar, or other activity up to a total maximum of 8 hours in this type of activity per year. Credit may also be requested for any



course homework or work for the course outside attendance hours (within the maximum total of 8 hours for the activity).

Podcast Recording and/or Development

Credit will be given for actual recording time plus content research/development up to a maximum of 3 hours. Approval for credit hours should be based upon a content research/development (preparation time):presentation time ratio of a maximum of 2:1 no matter the duration of the recording. Therefore, the approved number of credits for a 1-hour recorded podcast would have a maximum allowable approval of 2 hours for content research/development for a maximum of 3 total credit hours awarded.

While credit may be granted to a CMPP for presentation of material that is not deemed credit worthy for attendees of a podcast because the content may not be suitably advanced, it is expected that the presented content of the requestor is appropriately rigorous, accurate, and at the necessary level for the education of the intended audience.

Summary of Credits by Activity

Activity	Preparation time (h)	Presentation time (h)	Maximum No. of Credits
Publication/Book, etc	Lead author – up to 6 Co-author – up to 3	N/A	Lead author – 6 Co-author – 3
Poster	No > 2x presentation time	Actual time	Lead author – 4 Co-author – 2
Presentation/Course/ Webinar/Training – Faculty	Maximum - 3	Actual time	6*
Course/Webinar/Training Attendance	Time for any required homework/prep work	Actual attendance time	*
Podcast	No > 2x recording time	Actual recording time	3

*Actual time awarded will be evaluated on a case-by-case basis.

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