



The CMPP Credit Tracker Instruction Guide



Welcome to the CMPP Credit Tracker. This continuing education area of MemberClicks allows you to report your CE activities any time, day or night. The CMPP Credit Tracker is the only way for you to submit your CE activities for credit.

Recertification Enrollment

You must enroll to use the CMPP Credit Tracker by completing the **Annual CMPP Recertification Credit Tracking Application**. Upon submission of the form, you will have access to the Credit Tracker.

See link below for Application.

https://ismpp.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_129690

Getting Started

The [List of Pre-approved CMPP Activities](http://www.ismpp.org/recertification), which can be found in the Recertification area on the ISMPP Web site (<http://www.ismpp.org/recertification>), must be used in conjunction with the CMPP Credit Tracker.

List of Pre-approved CMPP Activities

This list provides all activities reviewed and deemed credit-eligible by the Recertification Committee. It also outlines the required information that must be input in the CMPP tracker.

Course	Activity name or description
Credit/Hours	Assigned by ISMPP Recertification Committee
Credit Type	Domain assigned by ISMPP Recertification Committee
Date	Date of activity or program
Authorization	Discrete code associated with each activity

The List of Approved CMPP Activities is organized by expandable rows representing major programs/activities.

The “Exam-related” tab allows CMPPs who have participated in exam development tasks to enter their credit hours. The number of credits will be specific to each exam activity and will be provided during each exam-related activity session. The selected domain is at the discretion of the participant, and should be chosen based on the most appropriate domain associated with the tasks performed.

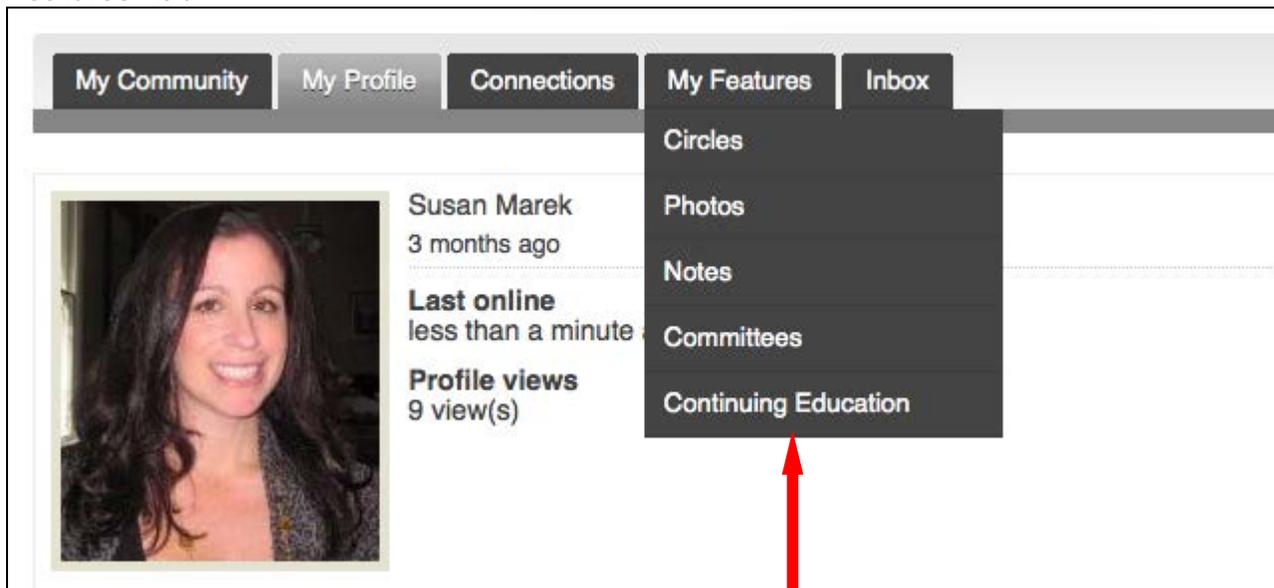
Using the CMPP Credit Tracker

Once you have enrolled, it is time to get started entering your activities. Access to the CMPP Credit Tracker can be found through your ISMPP Member Profile; follow this link to log-in:

<https://ismpp.memberclicks.net/login>

Once logged-in to the **ISMPP Member Center**, click on **My Profile**, then click on the **My Features** tab, and locate **Continuing Education** in the drop down.

*****You must have enrolled in the CMPP Credit Tracker to have the Continuing Education option in your “My Features” tab.***** Please note it may take up to 48 hours after enrolling for the Continuing Education option to appear in your “My Features” tab.

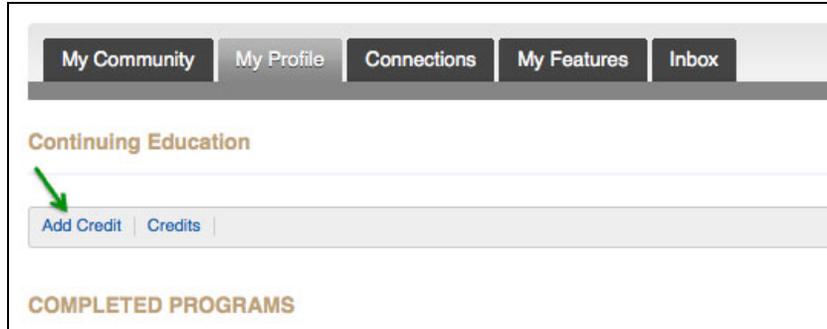


Adding Activities to Credit Tracker

If you are entering an activity that does not appear on the approved activities list, it will not go through. You must submit an [Application for Credit Approval](#).

The form is also available in the Recertification section of the ISMPP website: www.ismpp.org/recertification.

To input a pre-approved activity into the Credit Tracker, click on “Add Credit”



You are now ready to enter an activity by completing the fields. The fields should be populated with the information from the List of Approved CMPP Activities.

Sample →

Add Credits ✕

Credit Type: ▾

Location: ▾

Course:

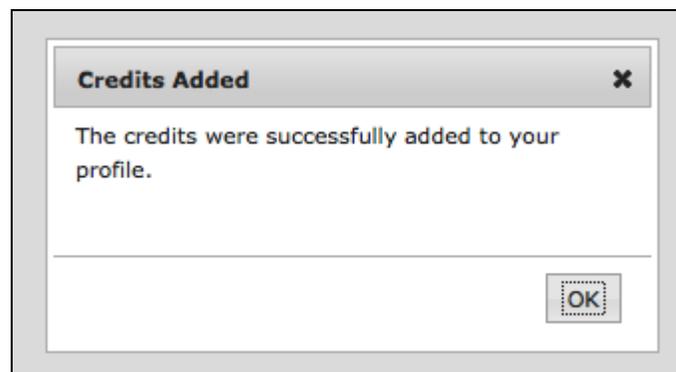
Credits/Hours:

Date:

Authorization:

Credit type	Use drop down menu to select the domain for which the activity has been assigned NOTE: If you are adding an activity that has occurred in 2011 – 2015, select eg “Professional Responsibilities”. If the activity occurred in 2016, select eg “Professional Responsibilities 2016”. Please go by when the activity occurred and not when you are adding the credit.
Location	Leave blank
Course	Refers to the name of the course/activity May be entered in an abbreviated form
Credits/Hours	Number of credit hours approved for activity
Date	Date of course/activity (not submission date)
Authorization	Discrete code associated with each activity

When you have finished completing all fields, click Save, and the following screen will appear.



Click “OK” and you are ready to enter another activity or exit the Credit Tracker.

Viewing Your CE File

There are 2 means by which to view your CE File:

1. If you are not already on the screen, navigate to **My Profile > My Features > Continuing Education**. Once there, click on the **CMPP** tab under Programs. The result will be a general tally of your credits by domain. You will also see the number of credits remaining to satisfy the credit requirements in that domain for your recertification cycle. See visual on next page.

CMPP ▼

Certificate Status: Enrolled

[Change](#) | [Withdraw Application](#)

Professional Responsibilities

- Approved: 29.75
- Pending: 0
- Remaining: 0

Publication Plan Implementation 2016

- Approved: 1
- Pending: 0
- Remaining: 0

Publication Plan Development 2016

- Approved: 0.5
- Pending: 0
- Remaining: 0

Publication Plan Development

- Approved: 15.5
- Pending: 0
- Remaining: 0

Publication Plan Implementation

- Approved: 14.5
- Pending: 0
- Remaining: 0

Tactical Plan Development

- Approved: 9.5
- Pending: 0
- Remaining: 0

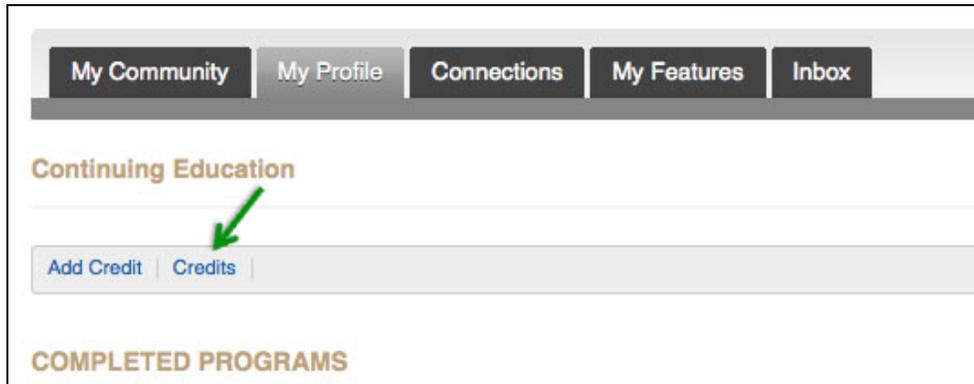
Professional Responsibilities 2016

- Approved: 1
- Pending: 0
- Remaining: 0

Tactical Plan Development 2016

- Approved: 0
- Pending: 0
- Remaining: 0

- Alternatively, you may click on the **'Credits'** tab under Continuing Education, where you can view a comprehensive list of your entered activities.



Questions?

Please direct any questions to the ISMPP office at +1 914 618 4453 or cmpp@ismpp.org. The ISMPP Credentialing Director will provide a response or forward your question to an appropriate member of the Recertification Committee.