



# CMPP *Recertification* Fact Sheet

## INTRODUCTION TO CMPP RECERTIFICATION

CMPP recertification represents the process by which CMPP credential holders take the steps necessary to maintain their certification status with ISMPP. The purpose of recertification is to (1) ensure continued education of certificants in the field of medical publications; (2) require certificants to understand and follow the standards of ethical publication practices, which continue to evolve over time; and (3) ensure active involvement of certificants in the field of medical publications. The Recertification Program was developed to ensure that certificants gain knowledge on an ongoing basis through professional activities, continuing education, and contributions to the field of medical publications.

## CERTIFICATION PERIOD/GENERAL REQUIREMENTS FOR RECERTIFICATION

Your CMPP certification is valid for three (3) years, with an expiration date of December 31st on the third (3rd) year. The years of certification and expiration are indicated on your CMPP certificate and wallet card.

To maintain your CMPP certification, you must satisfy the following requirements:

- Equivalent of at least two (2) years of active employment or practice in the medical publications field during the three 3-year certification period.
- Comply with ISMPP's Code of Ethics and with established standards and best practices in the medical publications field
- Comply with the policies of ISMPP's Certification Program, including payment of all recertification fees by the required due date.

## RECERTIFICATION ELIGIBILITY ROUTES

In addition to the general recertification requirements, you must complete one of the following two alternative recertification eligibility routes.

### 1. First Recertification Route

**Certification Examination.** Achieve a passing score on the CMPP Certification Examination during the final year of the 3-year certification period.

- If you elect to recertify by examination, you must submit a certification exam application and signed Candidate Agreement and Release form, continue to meet eligibility requirements, and submit application and exam fees.

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### 2. Second Recertification Route

**Continuing Education.** Earn thirty (30) continuing education (CE) credit hours during the 3-year certification period. A minimum of eight (8) CE credits must be earned in **each** calendar year, and no more than twelve (12) CE credits may be earned in the final year.

- Certificants are required to earn credits in the four (4) credentialing domains: develop publication plan, implement publication plan, foster ethical & compliant behavior in publications, and monitor evolving trends related to the medical publication profession. The minimum number of credits required per domain for recertification can be found in the Recertification Handbook.
- To qualify for credit, an approved educational activity must clearly relate or link to at least one (1) credentialing domain, and must directly relate to a certificant's continued knowledge and skills in the field of medical publications. The types of educational activities for which credit may be earned and the documentation you must collect and be prepared to provide are described in the Recertification Handbook.

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- For educational activities that qualify, one (1) credit is earned for each credit hour related to the activity, subject to review and approval by ISMPP's Certification Program personnel. Qualifying CE activities can be sponsored by ISMPP or other organizations. To qualify for credit, the activity must meet the recertification requirements identified in the Recertification Handbook.
- Candidates who were certified in 2012-2016 will be required to earn 50 credits over five (5) years to recertify. Those certified from 2017- will be required to earn 30 credits over three (3) years. Please refer to the Recertification Handbook for the credits needed in each of the credentialing domains.

### **CONTINUING EDUCATION CREDIT REPORTING REQUIREMENTS**

You are responsible for annual reporting of your recertification activities. You must use the CMPP Online Credit Tracker to provide all the required information on each educational activity for which credit hours are claimed. This information must be submitted by January 31 following each certification year. The CMPP Online Credit Tracker can be found in your Member Profile on the ISMPP Web site ([www.ismpp.org](http://www.ismpp.org)). You are required to maintain complete, accurate records of your CE activities, and to keep copies of all required documentation pertaining to a course or activity as specified in the Recertification Handbook. Your records and the accompanying documentation must be kept for at least twelve (12) months after the recertification cycle has ended.

### **CONTINUING EDUCATION CREDIT REVIEW AND APPROVAL**

All recertification activities submitted for credit are subject to review and approval by ISMPP's Certification Program personnel. ISMPP reserves the sole and exclusive right to evaluate all activities and programs on an individual basis, and, at its discretion, to deny credits for those activities that fail to meet the terms of the Recertification Policy and other ISMPP requirements. This discretion extends to the number of credits offered for a program or activity by providers other than ISMPP.

### **RECERTIFICATION FEES**

The Recertification Application (submitted once at the end of the certification period) must be submitted with a fee of US\$150 (member) or \$345 (nonmember).

### **FAILURE TO SATISFY RECERTIFICATION REQUIREMENTS**

A certificant's CMPP certification may be terminated if recertification requirements are not satisfied prior to the expiration of certification. Further details can be found in the Recertification Handbook and the Recertification Policy.

### **RECERTIFICATION HANDBOOK AND POLICY**

The Recertification Handbook and Policy can be downloaded from the ISMPP website ([www.ismpp.org](http://www.ismpp.org)).

### **MANAGEMENT AND SUPERVISION OF RECERTIFICATION PROGRAM**

The ISMPP Certification Program personnel manage the recertification process. The Recertification Committee, composed of individuals appointed by the Certification Board, is responsible for supervising the Recertification Program and all recertification policies.

### **QUESTIONS CONCERNING RECERTIFICATION**

Questions regarding recertification should be directed to the ISMPP office at 914-618-4453 or [cmpp@ismpp.org](mailto:cmpp@ismpp.org). An ISMPP Certification Program representative will provide a response or direct your question to an appropriate member of the Recertification Committee, the Certification Board, or the Director of Credentialing.

