

# CMPP Recertification *and* Credit Tracker Handbook



UPDATED DECEMBER 2016



## RECERTIFICATION AT-A-GLANCE

### Requirements to Maintain Certificate

- If you certified or recertified between 2012 – 2016, you will remain in a five-year (5) cycle until your next recertification.
- If you are certifying beginning in 2017, you will be in a three-year (3) cycle
- Complete one of the following two alternative recertification eligibility routes:
  - By examination, or
  - With continuing education credits
- Comply with *ISMP Certification Program Code of Conduct*
- Comply with professional standards and best practices
- Remain actively involved in professional practice

Year Exam Taken	2012	2013	2014	2015	2016	2017	2018
Year Credit Period Begins <sup>a</sup>	2013	2014	2015	2016	2017	2018	2019
Year Credit Period Ends	2017	2018	2019	2020	2021	2020	2021
<b>Minimum Credits Needed</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>30</b>	<b>30</b>

Credits/Domains Required for Recertification	New Requirements	
	Over 5-year Period (50 credits)	Over 3-year Period (30 credits)
Develop Publication Plan	5	3
Implement Publication Plan	5	3
Foster Ethical and Compliant Behavior in Publications	5	3
Monitor Evolving Trends Related to the Medical Publication Profession	5	3
Candidate Choice (any domain)	Up to 30	Up to 18

**Credits Required per Year<sup>b</sup>** ≥8 credits per year but ≤12 in final year

### Cost for Recertification

**If Pursuing Credits** CMPP Recertification Application fee at final year - \$150 (member), \$345 (non-member)

**If Taking Exam** Five-year (5) cycle: CMPP Recertification Application/Exam fee at 5th year - \$495 (member), \$690 (nonmember)  
 Three-year (3) cycle: CMPP Recertification Application/Exam fee at 3rd year - \$375 (member), \$570 (nonmember)

### Process for Audit

**If Pursuing Credits** Credit-tracking folder should be audit worthy by January 31 of each year. By the end of the final year, all credit documentation should be fully assembled

**If Taking Exam** *CMPP certificate* is your documentation and should be presented as proof of CMPP certification

### Other Important Information

If involved in certification exam development, you may not take the exam for recertification (this restriction remains in effect for 3 years from the date of last exposure to examination content), but you are eligible to earn up to 10 credits per year for this activity

<sup>a</sup> Period beginning January 1 for each certification cycle.

<sup>b</sup> ≤5 Credits can remain upon submission of a Recertification Application (must submit application by September 30 of the year your certification expires). If the credit requirement has not been met, a detailed plan must be submitted explaining how the remaining credits will be completed by December 31 of the final year.



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# 1 Section



## I. INTRODUCTION

The International Society for Medical Publication Professionals (ISMPP) sponsors and administers a professional certification program through which individuals may be granted the Certified Medical Publication Professional (CMPP™) credential.

### CMPP Governance

Operating semiautonomously within the ISMPP-elected Board of Trustees, the ISMPP Certification Board is responsible for the appropriate development, evaluation, supervision, and administration of all certification policies, procedures, and activities.

### Recertification Committee

This committee supports the strategic initiatives of the ISMPP Certification Board at a tactical level, specifically focused on implementing and refining the recertification program.

Since the ISMPP Certification Program was initiated in early 2009, it has not only confirmed the ongoing commitment of ISMPP to the medical publication profession but also has demonstrated to the public and the professional and lay media that the industry is supporting practices aimed at ensuring scientific and professional integrity in medical publications.

As the next logical step, in the fall of 2011, ISMPP introduced the CMPP Recertification Program. The program is designed to support the ongoing professional development of certificants and to provide a process for maintenance of the CMPP credential.

In order to maintain the status of CMPP in good standing, it is the responsibility of the certificant to complete the requirements of 1 of 2 alternative recertification eligibility routes:

1. Earn the requisite number of continuing education (CE) credits, or
2. Achieve a passing score on the CMPP Certification Examination

In addition, certificants must continue to comply with the *ISMPP Certification Program Code of Conduct* and uphold professional standards and best practices, as well as remain actively involved in the field of medical publication.

The options that CMPPs may utilize to meet recertification requirements are based on the ISMPP philosophy on recertification.

### 1.1 The ISMPP Philosophy on Recertification

- CMPPs should demonstrate a commitment to ongoing professional development
- Recertification represents a process to enable CMPPs to:
  - Continue their education in the field of medical publication
  - Uphold the evolving standards of ethical publication practices
  - Demonstrate active involvement (employment or practice) in the field of medical publication
- CMPPs gain knowledge on an ongoing basis through professional activities, CE, and contributions to the field of medical publication



## 1.2 What It Means to Be a CMPP

### The ISMPP CMPP credential certifies that the holder has demonstrated

- Active involvement in publication management
- 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
- Advocacy for the profession with all constituents, at all times

## 1.3 Accreditation Program Overview

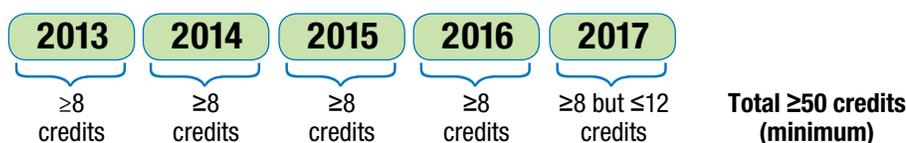
In early 2013, an ISMPP U program presented an overview of the CMPP accreditation program. For ISMPP members, this presentation can be found here: <https://connectpro61653265.adobeconnect.com/a975411505/p9fzif7cuh4/?launcher=false&fcsContent=true&pbMode=normal>.

Here are a few highlights:

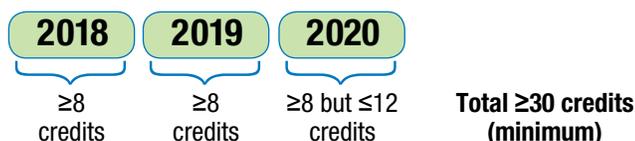
- The goal of the certification program is to engage in CE, as change in our profession is ongoing
- Active relevant employment of  $\geq 3$  years is required to be eligible to recertify
- The CMPP Recertification Committee focuses on 4 primary tactical activities:
  1. Review of program and credit requests
  2. Identification of external activities to earn credits
  3. Development and updating of the recertification handbook and fact sheets
  4. Creation of any standard operating procedures
- There are 2 methods to recertify:
  1. Earn CE credit hours
  2. Retake and pass the CMPP exam

Here are 2 examples for how to plan your education and credit hours over the certification cycle:

### Example A: Five-year (5) cycle



### Example B: Three-year (3) cycle



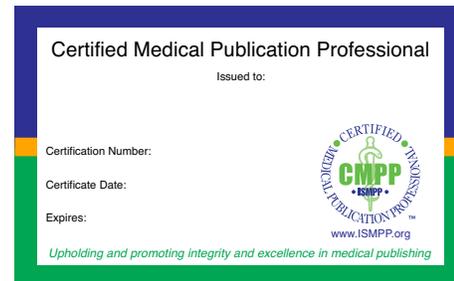
## 2 Section



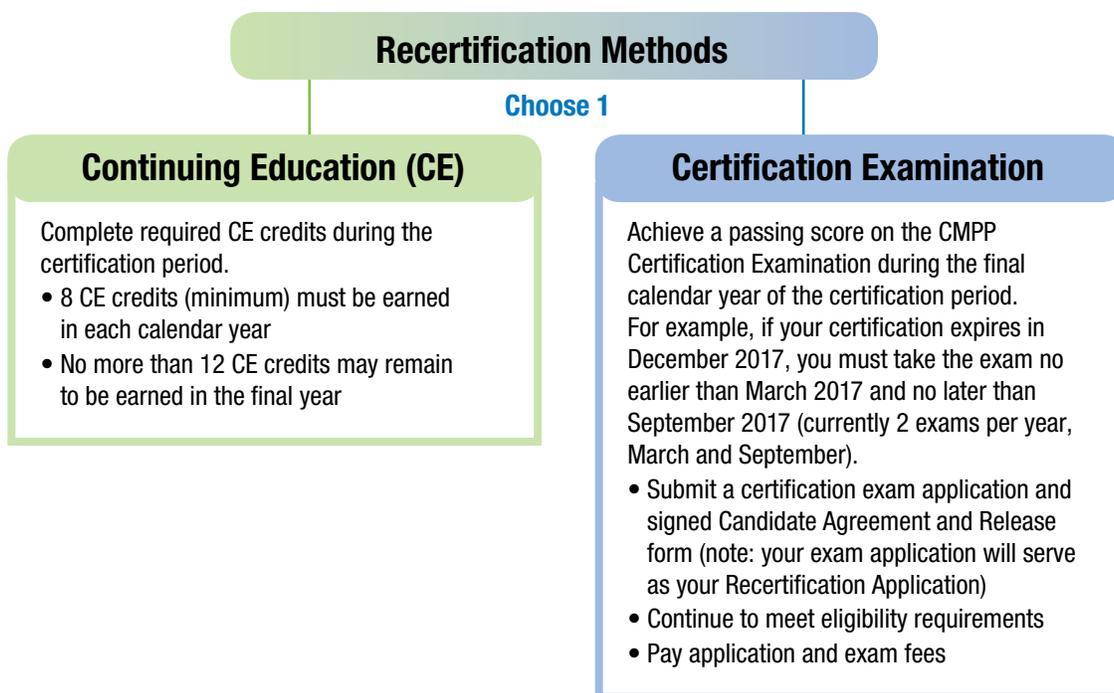
### 2. RECERTIFICATION REQUIREMENTS

Certificants who certified or recertified between 2012 - 2016 will remain in a five-year (5) cycle until their next recertification (eg a CMPP who certified or recertified in 2016 will be required to recertify in 2021 and their next recertification will be in 2024). CMPP's who certified beginning in 2017 will be required to recertify every three-years (3). CMPP certification expires on December 31 of the final year after initial certification. Thus, the recertification cycle begins on January 1 of the year immediately following certification expiration, regardless of whether the exam is taken in March or September.

For ease of reference, the years of certification and expiration are indicated on your CMPP certificate and wallet card (see example). ISMPP headquarters maintains the official record of the certification status of all certificants.



#### 2.1 Recertification Methods



#### Requirements to Maintain Active Status

Regardless of the recertification method chosen, all certificants must meet the following requirements in order to maintain active certification status in good standing:

- Active employment/practice in the field (at least 3 years of active employment or practice in the field of medical publication during the certification period)
- Commitment to ethical standards
- Compliance with certification policies (including the payment of all recertification fees by the required due date)

# 3 Section



## 3. QUALIFYING ACTIVITIES FOR EARNING CONTINUING EDUCATION CREDITS

### 3.1 CE Credit Accrual

CE credits are awarded on the basis of evidence of participation in approved educational activities; these activities must relate directly to a certificant's continued knowledge and skills in the field of medical publication. For learning activities that qualify (see the following screenshots), 1 credit is earned for each credit hour related to the activity.

For other qualifying activities, such as academic coursework or publication development relevant to the medical publication profession, credit requests will be evaluated on a case-by-case basis by ISMPP Certification Program personnel. When selecting activities for accrual of CE credits, you should apply the formula of 1 credit per credit hour of activity, regardless of whether the activity is sponsored by ISMPP or another organization.

The list of qualifying programs and corresponding authorization can be found at <http://www.ISMPP.org/recertification> or <https://app.smartsheet.com/b/publish?EQBCT=3308aa2f0f874317bf2237c52573b9f0>.

Course	Credit/Hours	Credit Type	Date	Authorization
<b>ISMPP U Pre-Approved Courses</b>				
<b>ISMPP Annual Meeting Pre-Approved Courses</b>				
<b>ISMPP European Annual Meeting Pre-Approved Courses</b>				
<b>APAC Regional Pre-Approved Courses</b>				
<b>EMWA Pre-Approved Courses</b>				
<b>CBI Pre-Approved Courses</b>				
<b>TIPPA Pre-Approved Courses</b>				
<b>Q1 Productions Pre-Approved Courses</b>				

Course	Credit/Hours	Credit Type	Date	Authorization
<b>ISMPP U Pre-Approved Courses</b>				
The Sunshine Act	1	Professional Responsibilities	08/10/11	11IU1PRA
Discovering the Optimum Publication Vehicle	1	Tactical Plan Development	09/21/11	11IU1TDB
What editors look for in a clinically meaningful presentation of trial results in a manuscript	1	Publication Plan Implementation	12/14/11	11IU1PIC
Current Trends and Considerations for Publication Planning Professionals in Social Media with a Brief Review of the Draft FDA Guidance	1	Publication Plan Development	03/14/12	12IU1PDD
The "Ins and Outs" of Open Access: Practical Considerations for Publication Professionals	1	Publication Plan Implementation	05/21/12	12IU1PIE
Database and Record Retention to Assist Publication Planners	1	Publication Plan Implementation	06/27/12	12IU1PIF
Simplify Manuscript Submission and Processing: An Introduction to ORCID	1	Publication Plan Implementation	07/25/12	12IU1PIG
Challenging Cases in Publication Planning: Focus on Authorship	1	Publication Plan Implementation	11/07/12	12IU1PU
Anti-Bribery & Corruption Laws: What Medical Publication Professionals Need to Know	1	Professional Responsibilities	10/03/12	12IU1PRK
Evaluating the Impact of a Publication	1	Publication Plan Implementation	11/14/12	12IU1PIL
Is the Sun Shining on Medical Publications? An Update from the ISMPP Sunshine Act Task Force	1	Publication Plan Implementation	12/05/12	12IU1PIN
Publishing Industry-Sponsored Studies in Peer-Reviewed Journals: Are More Restrictions the Wave of the Future?	1	Publication Plan Implementation	01/31/13	13IU1PIP



Course	Credit/Hours	Credit Type	Date	Authorization
<b>ISMPP European Annual Meeting Pre-Approved Courses</b>				
✦ <u>ISMPP European Workshops - December 14 &amp; 16, 2010</u>				
✦ <u>ISMPP European Annual Meeting - November 15-16, 2011</u>				
✦ <u>ISMPP European Annual Meeting - January 22-23, 2013</u>				
2012 global insights and trends	1.5	Publication Plan Development	01/22/13	13IE15PDA
Compliance in practice or publication planning and execution	1.5	Professional Responsibilities	01/22/13	13IE15PRB
Publications for payors - what evidence do they really need?	1	Tactical Plan Development	01/22/13	13IE1PDC
Medical writing support of industry-sponsored research: how bright (or not) is the future?	1	Tactical Plan Development	01/22/13	13IE1TDD
WORKSHOP: Pub planning 301: building a strategy to guide your medical publication plan	3	Tactical Plan Development	01/22/13	13IE3TDF
WORKSHOP: Global Pub Planning: issues and challenges in global publication planning	3	Tactical Plan Development	01/22/13	13IE3TDG
WORKSHOP: CER, health economics, and outcomes research: their growing importance and implications for publication professionals	3	Publication Plan Implementation	01/22/13	13IE3PIH

### 3.2 Qualifying Activities

The types of activities for which CE credits may be earned and the documentation you must collect and be prepared to provide are described below. Please see [Section 3.4](#) for materials needed for documentation of credits.

**1. Learning Activities, Including Seminars, Workshops, Courses, and Conferences.** You may earn credit for attending seminars, workshops, courses, conferences, and other relevant educational activities offered by ISMPP or other educational program providers (ie, CBI, TIPPA, Q1 productions, etc) that are approved by the ISMPP Certification Program. If only a portion of an activity relates to an ISMPP-defined credentialing domain (see [Section 3.3](#), Credentialing Domains), credits will be calculated on the basis of the percentage of the activity directly related to the domain as determined by ISMPP Certification Program personnel. For example, if you attend a 3-credit-hour workshop and only 2 credit hours relate to the domain, you would earn 2 CE credits.

**Documentation required:**

- Certificate or other acceptable verification of attendance
- Program or course description
- Transcript, grade report, or verification form that indicates a passing grade in the course (if relevant)
- Any other materials that explain the subject matter covered and the qualifications of the instructor(s) or content provider

**2. Publications.** Credit may be earned for authoring a publication directly related to the field of medical publication. Credit will be granted for actual preparation time only. The number of credit hours for this type of activity will be determined on a case-by-case basis by ISMPP Certification Program personnel.<sup>a</sup>

**Documentation required:**

- Complete copy of the publication
- Personal record of the actual publication preparation time

<sup>a</sup> All requests will be considered on a case-by-case basis. Maximum allowable credits for writing a manuscript, book, or book chapter: lead/sole author = 6 credits; coauthor = 3 credits. The publication must directly support one of the domains for CMPP certification (ie, develop a publication plan, implement a publication plan, foster ethical and compliant behavior in publications or monitor trends related to the medical publication profession).



**3. Presentations.** Credit may be earned for serving as a speaker or presenter during a professional presentation directly related to the field of medical publication. Credit will be granted for actual presentation and preparation time only.<sup>a</sup>

**Documentation required:**

- Copy of the presentation
- Documentation from the sponsor verifying the presentation activity and time and content of the presentation
- Summary of the evaluations from the event (if available)
- Personal record of the actual presentation preparation time

**4. New Learning Program Development.** Credit may be earned for developing new and original learning programs or courses related to the field of medical publication. New program development activities for ISMPP or another organization are limited to the development of the content for an original course, seminar, workshop, or other formal learning program or activity. Credit will be granted for actual development and preparation time only.

**Documentation required:**

- Original program proposal or needs assessment
- Syllabus or program agenda
- Reference list indicating the medical publication source materials used to develop the program
- Sample educational materials produced for the program
- Document from the organizational sponsor verifying acceptance or approval of the new program (if applicable)
- Personal record of the actual preparation time
- Other supporting documents as may be required by ISMPP

**5. CMPP Examination Development Activities.** Credit may be earned for participation in writing ISMPP Certification Program exam material or performing other activities associated with examination content development. Individuals involved in writing exam material or performing other activities directly related to the development of certification examination content or scoring are eligible to receive a maximum of 10 CE credits per year toward recertification; these credits can be accumulated for each year of participation during a certification period. ISMPP Certification Program personnel will assign the number of credits to the specific activity on the basis of the scope of work and time involved.

**Documentation required:**

- Personal record of the actual service time related to examination content development activities, including the dates of service, to be verified by ISMPP Certification Program personnel

<sup>a</sup> 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 presenter was a lecturer or moderator. Approval for credit hours should be based upon a preparation:presentation time ratio of a maximum of 2:1 no matter what the length of the presentation.



**6. Other.** Activities that ISMPP members believe may qualify for credits can be reviewed by the CMPP Recertification Committee, pending discussion of the appropriate level of documentation. The CMPP Certification Board and CMPP Recertification Committee are open to other reasonable suggestions for credits. Simply submit your request for credit, and the potential for credit hours will be evaluated on a case-by-case basis.

**Documentation required:**

- Objective of the program
- Program content
- Personal record of having attended the program

### 3.3 Credentialing Domains<sup>a</sup>

You are required to earn CE credits in the 4 ISMPP-defined credentialing domains that represent the body of knowledge upon which the credential is based. The purpose of this requirement is to demonstrate continued overall competence in the field of medical publication. The activity selected for accrual of CE credits must clearly link to at least 1 credentialing domain. Failure to earn the required CE credits in any one of the credentialing domains will be deemed unsatisfactory completion of the requirements. The credentialing domains and the minimum number of credits per domain required for recertification are shown in Table 1.

**Table 1. Minimum Number of Credit Hours Required per Credentialing Domain**

Domain	Minimum number of credit hours required over 5-year certification period	Minimum number of credit hours required over 3-year certification period
Develop Publication Plan	5	3
Implement Publication Plan	5	3
Foster Ethical and Compliant Behavior in Publications	5	3
Monitor Evolving Trends Related to the Medical Publication Profession	5	3
Candidate Choice (any domain)	Up to 30	18

### 3.4 Obtaining and Documenting CE Credits

For CMPP-certified individuals planning to recertify by acquiring CE credits, documentation is required. There are no absolute rules for how one creates an audit-worthy record of credits obtained each year; however, for such educational events as ISMPP U programs, a screen capture that includes the title slide, your name shown in the left side of the screen, and the date/time shown in the bottom right-hand corner of the screen would be considered appropriate documentation. If you have attended the ISMPP EU meeting, a copy of your registration/payment receipt with the names of the programs would be appropriate in this situation.

The key is to document every credit obtained with a reference document. Certificants must track all earned CE credits using the online CMPP Credit Tracker; however, simply placing credits into the CMPP Credit Tracker is not sufficient for audit purposes. A separate hard or soft copy of each program you attended as documentation is considered best practice at this time.

<sup>a</sup> For more information on the credentialing domains, check out the CMPP Candidate Handbook at <http://www.ismpp.org/certification>



## Materials Needed for Documentation (in the Event of an Audit)<sup>a</sup>

### If Accumulating Credits

Guidance is provided for documentation of credits for the following activities:

- ISMPP U programs
  - Take a screen capture (print screen) of the title slide, which will capture the date on your screen and/or capture your name as an attendee shown on the left in the Adobe Connect webinar
- ISMPP-sponsored meetings (Annual Meeting, EU Meeting, AP Meeting)
  - Save the registration confirmation receipt with proof of payment and the highlighted topic on the meeting syllabus/agenda
  - If possible, save an initial slide from the presentation
- CBI, TIPPA, Q1, and AMWA activities
  - Save the registration confirmation receipt with proof of payment and the highlighted topic on the meeting syllabus/agenda
  - If possible, save an initial slide from the presentation
- Giving a presentation or writing a paper
  - See detailed guidance in [Section 3.2](#) of this handbook
- Other
  - For any other requests for credits that are approved by the CMPP Committee, the best practice is to maintain documents that reflect
    - The amount of time
    - Date-stamped materials
    - Example(s) of the material developed

### If Taking the Exam

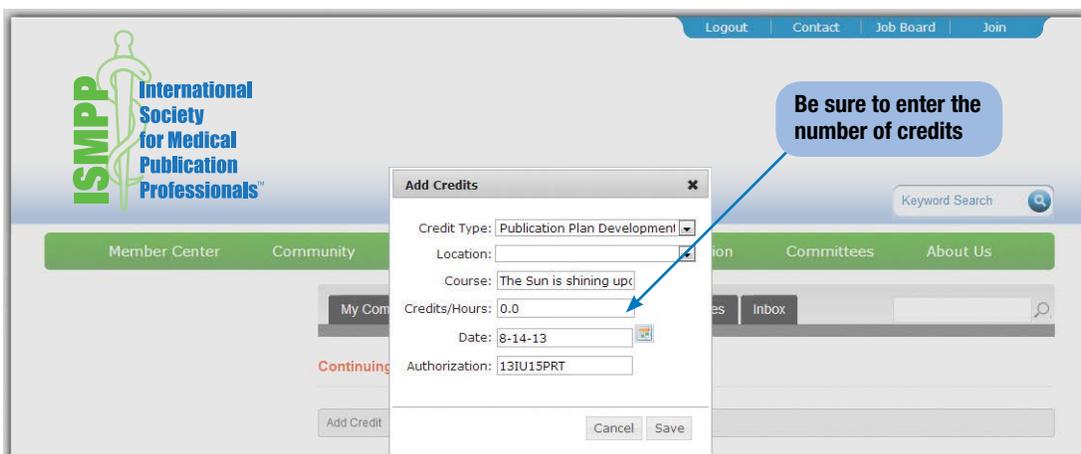
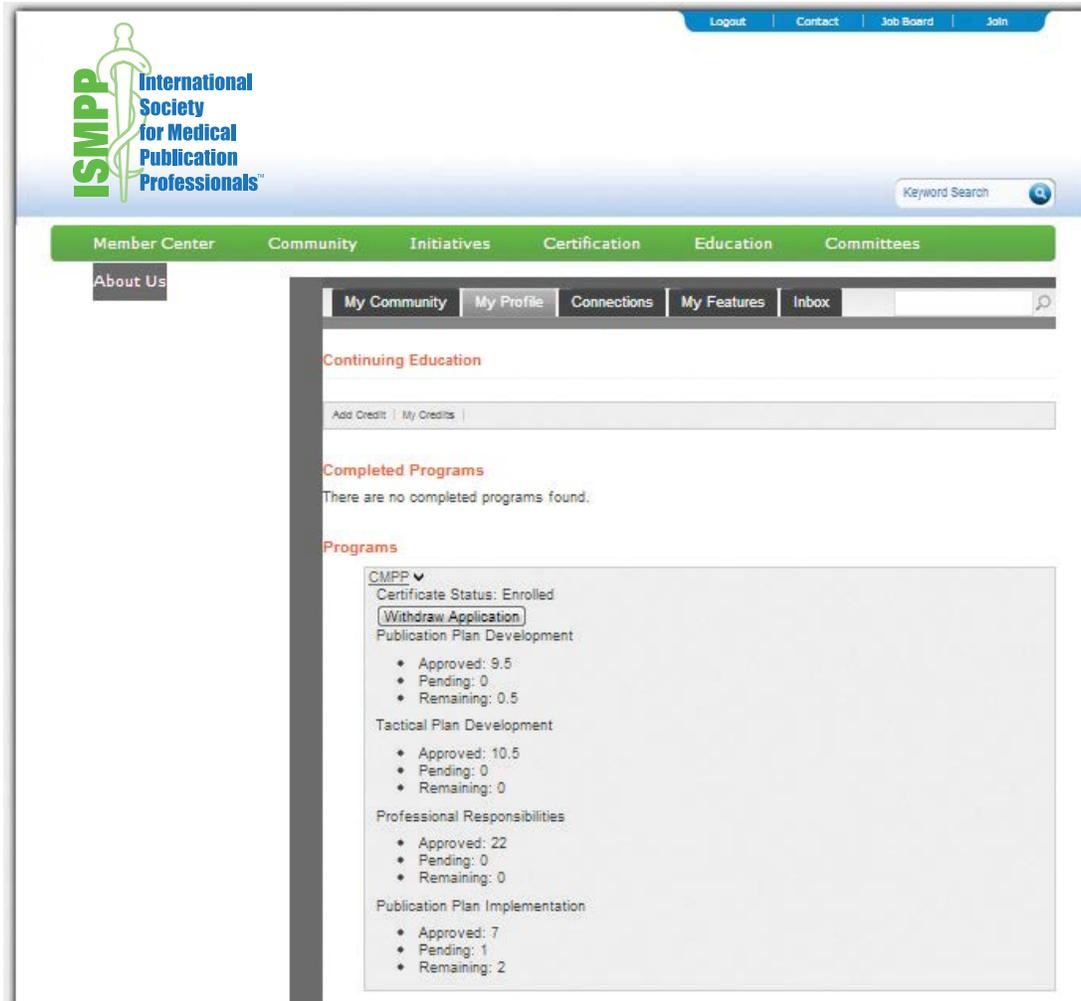
- An active CMPP certificate is sufficient documentation

<sup>a</sup> As a standard operating procedure, there will be an audit of 10% of applicants selected at random who will be requested to provide proof of attendance or activity associated with each credit. It is suggested that documentation be maintained in a manner consistent with each of the 4 domains over the certification period.



### 3.5 CMPP Credit Tracker

The following 2 screenshots are taken from a CMPP-credentialed individual who is keeping track of CE credits using the CMPP Credit Tracker. The 2nd image represents how an individual adds credits to the CMPP Credit Tracker.



# 4 Section



## 4. GENERAL RECERTIFICATION GUIDELINES

### 4.1 Reporting Process

You are responsible for the annual reporting of your recertification activities. You must use the CMPP Credit Tracker to provide all required information on each educational activity for which credit hours are claimed. Your CE credits, along with all of the activities for which you want to claim credit, must be recorded in the CMPP Credit Tracker by January 31 following each calendar year in which credits have been earned. For example, if you became certified in 2016, then you would need to ensure that your CMPP Credit Tracker is up to date by January 31, 2018, for CE credits earned in 2017 and by January 31 of each remaining successive year of the certification cycle. The CMPP Credit Tracker can be accessed at any time to input your CE activities (at <http://www.ISMPP.org>). You do not need to wait until January to update your information.

Therefore, you must maintain thorough, accurate records of your CE activities and keep copies of all required documentation pertaining to the course or activity as specified in [Section 3.2](#), Qualifying Activities. Approximately 10% of certificants will be audited each year, at which time such individuals will be asked to provide the documentation (see [Section 5.1](#), Recertification Audit).

Your records and the accompanying documentation must be kept for at least 12 months after the recertification cycle has ended. Not only may you be contacted to supply additional information or clarification relating to an activity prior to granting of credit, but you may also be contacted should you be randomly selected for audit.

During the last year of your certification cycle, you must submit a fee of US\$150 (member), \$345 (non-member) along with your Recertification Application (see [Section 4.4](#)). Fees cover reviewing, tracking, and maintaining credit records. All fees are subject to change.

The CMPP Credit Tracker appears in the My Features tab of your Member Profile on the ISMPP website (<http://www.ISMPP.org>). (See [Section 3.5](#) of this handbook.)

### 4.2 Award Process

You must submit adequate information to enable review of each claimed credit hour of activity. When you are in doubt as to whether an activity will qualify, it is best, *prior to participation*, to contact ISMPP Certification Program personnel (<http://www.ismpp.org/contact-us>), who will determine whether CE credit may be granted for such an activity. While all recertification activities are subject to review and approval, the following general policies are in effect:

- Credits can be earned only once for activities with identical content
- Credit is granted only after completion of the activity
- Credit is not granted for time spent at social functions or for breaks

ISMPP Certification Program personnel will review all reported recertification activities and may contact you for additional information during the review process. Cooperation with the review process is imperative. ISMPP headquarters will be notified of the results and will maintain a record of all approved activities. Your record of activities can be viewed at any time in your Member Profile (<http://www.ISMPP.org>).



### 4.3 Credit Denial

The ISMPP Certification Program reserves the right to evaluate all activities and programs on an individual basis, and at its discretion, to reduce or deny credits claimed. This discretion extends to the number of credits offered for a program or activity by providers other than ISMPP.

If an activity does not qualify for credit or qualifies for reduced credits, you will be notified in writing within 30 days following submission of your CE credit request. The notice will include the activity or credits denied, reasons for denial, and procedures for appeal. You will have 60 days to appeal the decision and/or complete another activity that will qualify for credit. The appeal and all pertinent records that bear on the appeal will be forwarded to ISMPP Certification Program personnel. The committee will meet within 30 days to discuss the appeal and to make a recommendation to the ISMPP Certification Board. The Board may adopt the committee's recommendation by a majority vote, or it may rule in opposition by a two-thirds majority vote. The decision of the Board is final.

### 4.4 Recertification Application

You must submit a Recertification Application no later than September 30 of the year your certification expires. As stated in [Section 4.1](#), a fee of US\$150 (member), \$345 (non-member) must be submitted along with the Recertification Application. An updated certification package (wallet card, letter) will be sent to those who meet the following requirements:

- a. Completion of the Recertification Application
- b. Payment of all related fees
- c. Satisfactory completion of required CE credits for the current recertification cycle

### 4.5 Remaining Credits Upon Submission of Recertification Application

No more than 5 CE credits may remain to be completed upon submission of the Recertification Application (no later than September of the year your certification ends). In the event that the CE credit requirement has not been met by the September 30 deadline, a written, detailed plan must be submitted explaining how the remaining credits will be completed by December 31. You will have until January 31 of the following year to submit a supplemental Recertification Application detailing completion of the CE credit activities, with required documentation. If any of the remaining CE credit activities are deemed ineligible for credit, you must complete all remaining credits no later than April 30 of the same year.

### 4.6 Carryover of Excess Credits

Certificants who earn more than the required number of CE credits during the current recertification cycle may carry over up to 5 of the excess credits for the 5-year certification cycle or up to 3 of the excess credits for a 3-year cycle earned during the final year to the next recertification cycle. In this case, you will begin the next recertification cycle with 5 or 3 earned credits and must maintain all applicable documentation related to these activities.

# 5 Section



## 5. RECERTIFICATION POLICIES AND PROCESSES

### 5.1 Recertification Audit

Approximately 10% of certificants will be selected at random for a recertification audit each year. The purpose of the audit is to verify compliance with the policies and procedures of the ISMPP Certification Program. Those individuals selected for audit will be notified after receipt of their Recertification Application. Certificants selected for audit are required to comply with all audit instructions and to submit copies of the applicable documentation supporting all reported recertification activities for the current or most recent recertification cycle. Failure to comply with audit requirements will result in suspension or revocation of certification. For ISMPP members, the *Maintenance of Personal Recertification Records Policy* can be found here: <https://ismpp.memberclicks.net/assets/docs/Certification/Recertification/cmpp%20recertification%20policy%20dec2016.pdf>

### 5.2 Why Documenting Activities and Credits Is Required

Documentation of activities and credits earned is required as each CMPP-credentialed individual is responsible for providing evidence of his or her personal attendance/participation. Your documentation is the only proof. Neither ISMPP or the CMPP Governance will maintain any record or your attendance or participation in accredited activities. Therefore, it is imperative that your records be regularly maintained. This may include maintaining a second copy of all documentation in the event of a flood, fire, or other disaster.

As explained in the *Maintenance of Personal Recertification Records Policy*, each category of qualifying recertification activities indicates the information and materials that must be collected and maintained in order to receive credit. Certificants must maintain the applicable records and documentation related to each reported recertification activity for at least 12 months after the current recertification cycle has ended. Such records should be stored in a safe and secure manner. The ISMPP Certification Program reserves the right to request additional information or clarification concerning a specific activity or program prior to final acceptance and granting of credit or at a future time.

### 5.3 Prohibited Use of Credential

A certificant whose certification has been suspended or revoked may not represent that he or she is certified by ISMPP and may not use the CMPP credential or certification mark until such time as notice is received from ISMPP Certification Program personnel that active certification status has been reinstated or the relevant recertification requirements have been met.

### 5.4 Failure to Meet Recertification Requirements

Certificants who fail to meet the requirements for recertification prior to their certification expiration date will be placed on an inactive list. The procedures shown in Table 2 will be followed resulting either in the return of certificants to active status or the revocation of their certification.



**Table 2. Procedures After Failure to Meet Recertification Requirements**

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<b>Suspension</b>	<ul style="list-style-type: none"><li>• A suspension notice will be issued and the certificant will be placed on immediate suspension for up to 1 year or until such time as the relevant recertification requirements are met</li><li>• The dates for the following certification period will not be altered; thus, the suspension period will run concurrent with the first year in the current certification period</li><li>• Once all relevant recertification requirements have been met, the certificant will be returned to active certification status</li></ul>
<b>Revocation</b>	<ul style="list-style-type: none"><li>• Failure to meet the relevant recertification requirements during the 1-year suspension period will result in revocation and termination of certification</li><li>• A revoked or terminated certification may not be reinstated except by direction of the ISMPP Certification Board or an authorized ISMPP Certification Program representative</li><li>• In order to regain certification, a former certificant must reapply as a new applicant and must meet all requirements of the initial certification process, including a passing score on the CMPP Certification Examination</li></ul>

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### 5.5 Voluntary Relinquishment of Credential

A certificant in good standing who seeks to voluntarily relinquish his or her CMPP credential must submit a written request to an ISMPP Certification Program representative. The request must indicate acceptance of, and agreement to, the following terms. Once this requirement is met, the certificant will be removed from active certification status.

- **Prohibited Use of the Credential.** A certificant who voluntarily relinquishes his or her certification may not represent that he or she is certified by ISMPP and may not use the CMPP credential or certification mark until such time as notice is received from an ISMPP Certification Program representative that active certification status has been reinstated or that relevant recertification requirements have been met
- **Reinstatement to Active Certification Status.** A return to active certification status is based on the following timelines:
  - Prior to the time that active certification would have expired. The former certificant may request that active certification status be reinstated by paying all applicable fees at the time of reinstatement
  - Within 1 year beyond the expiration date of certification. The former certificant must meet the applicable recertification requirements and provide all applicable documentation
  - More than 1 year beyond the expiration date of certification. The former certificant must reapply as a new applicant and must meet all requirements of the initial certification process, including a passing score on the CMPP Certification Examination



## 5.6 Recertification of Individuals Participating in Certification Examination Development Activities

Individuals who have participated in the development of, or otherwise received information concerning the content of, the current CMPP Certification Examination may not take the examination for recertification. This restriction will remain in effect for 3 years from the date of the last exposure to examination content.

Individuals involved in writing exam material or performing other activities directly related to the development of certification examination content or scoring are eligible to receive a maximum of 10 CE credits per year toward recertification; these credits can be accumulated for each year of participation during a certification period. ISMPP Certification Program personnel will assign the number of credits to the specific activity on the basis of the scope of work and time involved.

# 6 Section



## 6. RECERTIFICATION APPLICATION SUBMISSION REQUIREMENTS

### 6.1 Recertification Application Requirements for Candidates Who Have Accrued Credit Hours

Applications for recertification must be submitted to the ISMPP Certification Office no later than September 30 of the year of certification expiration.

Certificants are required to provide the following information on the Recertification Application:

- Personal information
- Certification number and date of award
- Statement of confidentiality
- Verification of information and CMPP Code of Conduct review
- Signed Candidate Agreement and Release form
- Payment information

Completed Recertification Applications should be submitted via the ISMPP MemberClicks site. Follow this link to access the CMPP Recertification Application: [https://ismpp.memberclicks.net/index.php?option=com\\_mc&view=mc&mcid=form\\_150990](https://ismpp.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_150990).

### 6.2 Recertification Application Submission Instructions

You should complete *all* sections of the Recertification Application to facilitate timely communication and to expedite processing.<sup>a</sup>

A certified digital signature is required, attesting that the information provided is truthful and complete. Applications will be reviewed by qualified individuals at ISMPP. Certificants are not routinely required to submit verification of statements made on the application (eg, hours of work experience, conference attendance). However, as a standard operating procedure, there will be an audit of 10% of applicants selected at random who will then be requested to provide this information.

Payment is required for the application at the time of submission; payment may be made by credit card (Visa, MasterCard, American Express) or cashier's check made payable to ISMPP.

Note: The Recertification Application must be used whether you are recertifying via exam or credits.

<sup>a</sup> It is your responsibility to keep ISMPP informed of changes to your contact information so that you will continue to receive all certification updates and renewal notices.

# 7 Section



## 7. RECERTIFICATION APPLICATION REQUIREMENTS CHECKLIST

This checklist is for your benefit only and should not accompany your application.

- I have completed the application ([https://ismpp.memberclicks.net/index.php?option=com\\_mc&view=mc&mcid=form\\_150990](https://ismpp.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_150990)).
- I have provided all required information.
- I have signed the attestation regarding the veracity of the information submitted.
- I have signed the Candidate Agreement and Release form.
- I agree to uphold the *ISMPP Certification Program Code of Conduct*.
- I have read and I understand the Recertification Policy (<https://ismpp.memberclicks.net/assets/docs/Certification/Recertification/cmpp%20recertification%20policy%20dec2016.pdf>).
- I have made the payment in US funds by money order; cashier's check (payable to ISMPP); or Visa, MasterCard, or American Express credit card.

## 8 *Section*



### 8. QUESTIONS REGARDING RECERTIFICATION

Questions regarding recertification should be directed to the ISMPP Certification Office, which may be reached at +1-914-618-4453 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.

# 9 Section



## 9. APPENDIX

### 9.1 CMPP Credit Tracker Instruction Guide

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

For answers to your questions about the CMPP Credit Tracker, please contact the ISMPP Certification Office at [CMPP@ISMPP.org](mailto:CMPP@ISMPP.org).

To review the instruction guide in full for the CMPP Credit Tracker, follow this link: [http://www.ismpp.org/assets/docs/Certification/Recertification/cmpp online credit tracker instruction guide final rev.pdf](http://www.ismpp.org/assets/docs/Certification/Recertification/cmpp_online_credit_tracker_instruction_guide_final_rev.pdf).

### 9.2 Relevant URLs

Document/Information	URL
CMPP Credential Program Overview	<a href="https://ismpp.memberclicks.net/overview">https://ismpp.memberclicks.net/overview</a>
CMPP Candidate Handbook	<a href="https://ismpp.memberclicks.net/assets/docs/Certification/mhg-000-61139%202016%20cmpp_candidatehandbk.pdf">https://ismpp.memberclicks.net/assets/docs/Certification/mhg-000-61139%202016%20cmpp_candidatehandbk.pdf</a>
CMPP Exam Preparation Materials	<a href="http://www.ismpp.org/cmpp-study-resources">http://www.ismpp.org/cmpp-study-resources</a>
CMPP Examination Application	<a href="https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=formlogin&amp;form=120924&amp;return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEyMDkyND9zZXJ2SWQ9NDY5NSZvcHRpb249Y29tX21jJnZpZXc">https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=formlogin&amp;form=120924&amp;return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEyMDkyND9zZXJ2SWQ9NDY5NSZvcHRpb249Y29tX21jJnZpZXc</a>
CMPP Preapproved Activities	<a href="https://app.smartsheet.com/b/publish?EQBCT=3308aa2f0f874317bf2237c52573b9f0">https://app.smartsheet.com/b/publish?EQBCT=3308aa2f0f874317bf2237c52573b9f0</a>
CMPP Recertification Application	<a href="https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=mc&amp;mcid=form_150990">https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=mc&amp;mcid=form_150990</a>
CMPP Annual Recertification Credit Tracker Application (log-in required)	<a href="https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=formlogin&amp;form=129690&amp;return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEyOTY5MD9zZXJ2SWQ9NDY5NSZvcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEyOTY5MA==">https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=formlogin&amp;form=129690&amp;return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEyOTY5MD9zZXJ2SWQ9NDY5NSZvcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEyOTY5MA==</a>
CMPP Credit Tracker Instruction Guide (log-in required)	<a href="http://www.ismpp.org/assets/docs/Certification/Recertification/cmpp_online_credit_tracker_instruction_guide_updated%20june%202016.pdf">http://www.ismpp.org/assets/docs/Certification/Recertification/cmpp online credit tracker instruction guide updated%20june%202016.pdf</a>



CMPP Credits: Request for Credit Approval Form (log-in required)	<a href="https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=formlogin&amp;form=131244&amp;return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEzMTI0ND9zZXJ2SWQ9NDY5NSZvcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEzMTI0NA==">https://ismpp.memberclicks.net/index.php?option=com_mc&amp;view=formlogin&amp;form=131244&amp;return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEzMTI0ND9zZXJ2SWQ9NDY5NSZvcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzEzMTI0NA==</a>
ISMPP Member Center	<a href="http://www.ismpp.org/index.php?option=com_mclogin&amp;view=mclogin&amp;return=aHR0cDovL3d3dy5pc21wcC5vcmcvbWVtYmVyLWNlbnRlcj9zZXJ2SWQ9NDY5NQ==">http://www.ismpp.org/index.php?option=com_mclogin&amp;view=mclogin&amp;return=aHR0cDovL3d3dy5pc21wcC5vcmcvbWVtYmVyLWNlbnRlcj9zZXJ2SWQ9NDY5NQ==</a>
CMPP Code of Conduct	<a href="http://www.ismpp.org/certification">http://www.ismpp.org/certification</a>
ISMPP: Why Join?	<a href="http://www.ismpp.org/member-benefits">http://www.ismpp.org/member-benefits</a>
ISMPP Code of Ethics	<a href="http://www.ismpp.org/ismpp-code-of-ethics">http://www.ismpp.org/ismpp-code-of-ethics</a>
ISMPP U: Overview of ISMPP CMPP™ Recertification (log-in required)	<a href="https://connectpro61653265.adobeconnect.com/_a975411505/p9fzif7cuh4/?launcher=false&amp;fcsContent=true&amp;pbMode=normal">https://connectpro61653265.adobeconnect.com/_a975411505/p9fzif7cuh4/?launcher=false&amp;fcsContent=true&amp;pbMode=normal</a>
ISMPP Recertification Policy	<a href="https://ismpp.memberclicks.net/assets/docs/Certification/Recertification/cmpp%20recertification%20policy%20dec2016.pdf">https://ismpp.memberclicks.net/assets/docs/Certification/Recertification/cmpp%20recertification%20policy%20dec2016.pdf</a>
Poster Presentation: CMPP Examination Performance	<a href="http://www.ismpp.org/assets/docs/Certification/cmpp%202012%20poster.pdf">http://www.ismpp.org/assets/docs/Certification/cmpp%202012%20poster.pdf</a>
Why Certify?	<a href="https://ismpp.memberclicks.net/assets/docs/Certification/cmpp%20fact%20sheet_12.2.16.pdf">https://ismpp.memberclicks.net/assets/docs/Certification/cmpp%20fact%20sheet_12.2.16.pdf</a>
Why Recertify?	<a href="https://ismpp.memberclicks.net/assets/docs/Certification/Recertification/cmpp_recertification_factsheet_12.2.16.pdf">https://ismpp.memberclicks.net/assets/docs/Certification/Recertification/cmpp_recertification_factsheet_12.2.16.pdf</a>

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