



NEW AND IMPROVED ISMPP CREDIT TRACKER

Instructions for Use

The ISMPP CE Credit Tracker can now be found under the **Certification** tab on the ISMPP website. Click [here](#) for the link.

The screenshot shows the ISMPP website interface. At the top is a blue navigation bar with a search box and a 'Search' button. Below this is a white header area with the ISMPP logo, the text 'Founded by medical publication professionals for medical publication professionals', and a 'Log Out' button. A blue navigation bar contains the following tabs: Member Center, Resources, Initiatives, Certification, Education, Committees, About Us, and Home. The 'Certification' tab is selected, and a dropdown menu is open, listing the following options: Overview, Code of Conduct, Benefits, Exam Details, CMPP Study Resources, Recertification, CMPP Governance, CMPP Directory, Mentor Program, and ISMPP CE Tracker. The 'ISMPP CE Tracker' option is highlighted with a purple box. To the left of the dropdown menu, the 'ISMPP Certification' section is visible, featuring the CMPP logo and a list of criteria for certification. To the right, there is a 'Select Language' dropdown with flags for China, Japan, and South Korea, and a 'Quick Links' section with buttons for 'JOIN US', 'Get Certified', and 'Job Postings'. Below that is an 'Announcements' section with a 'New Articles' link.

To enter a new activity, click “ADD CREDIT” at the top right of the screen.



Continuing Education Tracking

Hours total: 73
Event / Session total: 58

ADD CREDIT **EXPORT PDF**

Filter Credits

APPLY FILTERS

RESET FILTERS

Date Range

Choose a start date

To

Choose an end date

Category

☐ (None)

☐ Develop Publication Plan

☐ Foster Ethical and Compliant Beha

Date Range

1/8/2020 - 1/8/2020

Event / Session

Reviewing 2020 Form O CMPP exam

Hours

4

Category

Implement Publication Plan

Added By

Self

Location

Instructor

Expiration

Certificate

DOWNLOAD

Description

EDIT **UPLOAD CERTIFICATE**

Date Range

10/21/2015 - 10/21/2015

Event / Session

GPP3

Hours

1.5

Category

Professional Responsibilities

Added By

Admin

You will then see the following screen.

Add Education Credit

Event / Session Name *

Event Name

Credit Hours

Date Range *

Choose a start date

Choose an end date

Category

Select a Category

Description

Description

Location

Location

Instructor

Instructor Name

Expiration Date

Choose an expiration date

CANCEL **SAVE**

You are **required** to complete the following fields.

- **Event/Session Name** – Name of activity
- **Credit Hours** – Number of credit hours assigned to activity (can be found on the [List of Approved CMPP Activities](#))



- **Date Range** – Date(s) of activity. If activity is 1 day, enter the same date for start and end date
- **Category** – Assigned domain for activity
- **Description** – Type of activity (eg, ISMPPU, Annual Meeting, ISMPP West, CBI meeting, AMWA meeting, etc)

Click SAVE once you have entered the required data in the fields.

After you have saved your entry, you may click “UPLOAD CERTIFICATE” to upload any documentation associated with the activity. By doing so, all your documentation will accompany your credits in the event of an audit.

Please contact cmpp@ismpp.org with any questions.