

CMPP

Recertification Handbook



UPDATED January 2025



RECERTIFICATION AT-A-GLANCE

REQUIREMENTS TO MAINTAIN YOUR CERTIFICATION

- Complete one of the following 2 alternative recertification eligibility pathways:
 - Examination or
 - Continuing Education (CE)
- Comply with ISMPP Certification Program [Code of Conduct](#)
- Comply with professional standards and best practices
- Remain actively involved in professional practice for at least 3 years of your current certification cycle

Year Exam Taken	2022	2023	2024	2025
Year Credit Period Begins ^a	2023	2024	2025	2026
Year Credit Period Ends	2027	2028	2029	2030
Minimum Credits Needed	50	50	50	50

Credits Required per Domain	Number of Credits
Develop Publication Plan	5
Implement Publication Plan	5
Foster Ethical and Compliant Behavior in Publications	5
Candidate Choice (any domain)	Up to 35
Credits Required per Year	≥5 credits per year

Cost for Recertification

If Pursuing Credits ^b	CMPP Recertification Application fee at final year – \$300. Non-ISMPP members are required to pay the membership fee before they may apply for recertification.
If Taking Exam	CMPP Application fee – \$575. Non-ISMPP members are required to pay the membership fee before they may apply to take the CMPP exam.

Audit

If Pursuing Credits	Approximately 10% of all recertification applications will be audited each year.
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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 8 credits per year for this activity.

^a Period beginning January 1 for each certification cycle.

^b Recertification applications may be submitted on or before February 28 of the year following the certification expiration date. All recertification applications submitted after the December 31 deadline are subject to a \$100 late fee in addition to the \$300 recertification application fee.



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1. 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 semi-autonomously 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 focusing on implementing and refining the Recertification Program and approving activities for CE credit.

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 pathways:

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 *Certification Code of Conduct* and the ISMPP *Code of Ethics*. They must also uphold professional standards and best practices, as well as remain actively involved in the field of medical publication for a minimum of 3 years during their current certification cycle.

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 that enables 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 publications

1.2 The Role of the Recertification Committee

The CMPP Recertification Committee focuses on 4 primary tactical activities:

1. Review of program and credit requests
2. Identification and review of external activities for credits
3. Development and updating of the Recertification Handbook and collateral material
4. Creation of any standard operating procedures



SECTION 2

2. RECERTIFICATION REQUIREMENTS

CMPP certification expires on December 31 of the final year after initial certification. The recertification cycle begins on January 1 of the year immediately following certification or recertification 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 digital badge. ISMPP headquarters maintains the official record of the certification status of all certificants.



2.1 Recertification Pathways

Recertification Pathways

Choose 1

Continuing Education (CE)

Complete required CE credits during the certification period.

- 5 CE credits (minimum) should be earned in each calendar year
- Submit Recertification Application the final year of certification/recertification cycle
- Continue to meet eligibility requirements
- Pay Recertification Application fee

Certification Examination

Achieve a passing score on the CMPP Certification Examination during the final calendar year of the certification period. For example, if your certification expires in December 2024, you must take the exam no earlier than March 2024 and no later than September 2024 (currently 2 exam windows per year, March and September).

- Submit CMPP Exam Application
- Continue to meet eligibility requirements
- Pay exam fees

Requirements to Maintain Active CMPP Status

Regardless of the recertification pathway, 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



SECTION 3

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, 1 credit is earned for each credit hour related to the activity. All pre-approved CE activities may be found in LearningBuilder. These activities are characterized by type, and each activity is associated with number of approved credits, approved content domain (category), and date of activity.

For other qualifying activities, request for credit will be evaluated on a case-by-case basis by ISMPP Certification Program personnel and/or the Recertification Committee. 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.

3.2 Qualifying Activities

The types of activities for which CE credits may be earned are described in the table. All pre-approved CE activities may be found in your Recertification Application in LearningBuilder. For activities that are not pre-approved, you may request credit in the LearningBuilder Recertification Application. The Recertification Committee will review your request and determine how many (if any) credit hours are awarded and in which content domain (category). Please see Section 4 for materials needed for documentation of activities.

Activity Type	Description	Examples
Educational Webinars	Live or online webinars offered by ISMPP or other educational program providers (eg, AMWA, EMWA, etc) that have been reviewed and approved by the ISMPP Certification Program and listed in the pre-approved activities.	ISMPP U webinars
ISMPP-sponsored Meetings	Live or online (in some cases) ISMPP-sponsored conference sessions that have been reviewed and approved by the ISMPP Certification Program and listed in the pre-approved activities	Annual Meeting EU Meeting ISMPP Academy
Other Professional Meetings (including Seminars, Workshops, Courses, Meeting Sessions)	Live or online seminars, workshops, courses, conferences, and other relevant activities offered by educational program providers that have been reviewed and approved by the ISMPP Certification Program and listed in the pre-approved activities.	AMWA EMWA DIA Q1 MAPS
Self-paced Learning Activities	<p>On-demand activities in which the instructor and student are separated by time and location, or where the student engages in the learning activity without the instructor.</p> <p>To maintain a balance between live and on-demand learning, a maximum of 8 self-paced CE credits per year may be earned toward recertification.</p> <p>Credit may be earned for developing a self-study activity directly related to medical publications. Credit will be granted for actual preparation time and actual presentation time only (if applicable). The number of credit hours for this type of activity will be determined on a case-by-case basis</p> <p>Other self-study activities that CMPPs believe may qualify for credits can be reviewed by the ISMPP Certification Program by submitting a request for credit in the Recertification Application in LearningBuilder. The potential for credit hours will be evaluated on a case-by-case basis.</p>	ISMPP self-study activities Pre-recorded audio/video programs Recorded podcasts Recorded webcasts
Publication or Presentation	<p>Authoring a publication directly related to the field of medical publication. Credit is 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*</p> <p>Serving as a speaker or presenter during an industry meeting (eg, ISMPP, AMWA, Q1 Productions, etc) directly related to the field of medical publications. Credit will be granted for actual preparation time and actual presentation time only.*</p>	Author of a paper related to medical publications Presenter during an industry meeting
Development of a New Learning Activity	Development of new and original learning activities, courses for internal company purposes, or professional attendance related to the field of medical publications. New program development activities for ISMPP or other organizations are limited to the development of content for an original course, seminar, workshop, or other formal learning or activity. Credit will be granted for actual development and preparation time only.	Internal company courses Courses for professional attendance (eg, at ISMPP Annual Meeting)
CMPP Examination Development Activities	Participation in writing and/or reviewing ISMPP Certification Program exam material or performing other activities associated with examination content development. Individuals involved in writing exam materials or performing other activities directly related to the development of certification examination content or scoring are eligible to receive a maximum of 8 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 scope of work and time involved.	CMPP exam item writing CMPP exam form review
Other	Activities that CMPPs believe may qualify for credit can be reviewed by the ISMPP Recertification Committee. The ISMPP Certification Board and the CMPP Recertification Committee are open to other reasonable suggestions for credits. Simply submit your request for credit in the Recertification Application in LearningBuilder, and the potential for credit hours will be evaluated on a case-by-case basis.	

*For more information about approval of hours for credit requests, please refer to the "Guidelines for Assignment of Hours for Credit Requests" at www.ismpp.org/Recertification.

3.3 Application for CE Credit by Education Course Sponsors

The sponsor or provider of an educational activity who wishes to receive CE credits under the CMPP accreditation scheme must provide the following documentation, which details how the content of the session will provide value and further the education of CMPPs, to the Director of Credentialing at cmpp@ismpp.org with a request for the program to be reviewed for CE credits.

- Detailed description of the program content, including agenda with session titles and durations, learning objectives and outcomes, and faculty names with their titles & affiliations
- The sponsor or provider of the educational activity should submit the documentation at least 4 weeks before the date of the activity

The Director of Credentialing will direct the Recertification Committee to review the material and decide whether sessions justify being awarded CE credits. If so, the Committee will identify the number of credits that can be awarded per session and under which content domain. If the Recertification Committee is unable to determine the suitability of awarding credit based on the information provided, additional information, (eg, more description and/or final presentation materials) will be requested. The Director of Credentialing will inform the sponsor or provider of the educational activity whether CE credits will be awarded, how many, and for which domain. The sponsor may then display the CMPP logo and CE credit disclaimer in the program. For information regarding review criteria, please see Guidelines for Approving Continuing Education Activities at www.ismpp.org/Recertification. The decision of the Recertification Committee is final.

ISMPP CMPP™ CE Credit Disclaimer

“The faculty are fully responsible for all content presented. The ISMPP Certification Program assigned CE credit for the activity based upon information provided at the time of review and is not responsible for the substance or accuracy of the content.”

3.4 Credentialing Domains

CMPPs are required to earn CE credits in the 3 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 number of 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 the table.

Minimum Number of Credit Hours Required per Credentialing Domain

Domain	Minimum number of credit hours required over 5-year certification period
Develop Publication Plan	5
Implement Publication Plan	5
Foster Ethical and Compliant Behavior in Publications	5
Candidate Choice (any domain)	Up to 35

3.5 Documenting CE Credits

CMPPs must document every credit obtained with a reference document. CMPPs are required to upload documentation for each activity directly into their Recertification Application in LearningBuilder or they will be unable to submit the activity. CMPPs may also keep a separate hard or soft copy of each program attended as documentation.

4. DOCUMENTATION OF CE ACTIVITIES

For CMPP certificants planning to recertify by earning CE credits, documentation is a requirement. Every activity must be accompanied by an appropriate reference document, which should be entered into their Recertification Application in LearningBuilder. Credits and accompanying documentation should be uploaded by December 31 for all credits earned during the year.

Every year, a random audit of recertification applications is conducted. If you are selected for an audit, you **MUST** provide documentation for all your CE activities. Failure to produce all documentation will result in suspension or revocation of your certification.

4.1 Materials Required for Documentation

Activity type	Examples	Documentation
Educational Webinars	ISMPP U	Screen capture (print screen) of the title slide or certificate of attendance
ISMPP-sponsored Meetings	Annual Meeting EU Meeting ISMPP Academy	Screen capture of title slide OR registration confirmation receipt with proof of payment and the highlighted topic on the meeting syllabus/agenda
Other Professional Meetings (including Seminars, Workshops, Courses, Meeting Sessions)	Q1 AMWA MAPS EMWA COPE	At least one of the following: <ul style="list-style-type: none"> • Certificate or other acceptable verification of attendance • Program or course description for live meetings (including webinars) • Registration/payment receipt with the names of the activities attended • Transcript, grade report, or verification form that indicates a passing grade in the course (if relevant) • Screen capture of title slide • Any other materials that explain the subject matter covered and the qualifications of the instructor(s) or content provider
Self-paced Learning Activities	<ul style="list-style-type: none"> • ISMPP self-study activities • Pre-recorded audio/video programs • Recorded webcasts • Self-paced online courses 	At least one of the following: <ul style="list-style-type: none"> • Completion of a learning assessment following the activity • Attestation of completion following the activity • Certificate or other acceptable verification of completion
Presentation or Publication	<ul style="list-style-type: none"> • Presenter during an industry meeting • Author of a paper related to medical publications 	<ul style="list-style-type: none"> • Complete copy of the publication or presentation AND • Personal record of the actual publication or presentation preparation time For presentations only: <ul style="list-style-type: none"> • Documentation from the sponsor verifying the presentation activity and time and content of the presentation (eg, a copy of the program agenda)

Activity type	Examples	Documentation
New Learning Activity Development	<ul style="list-style-type: none"> • Internal company courses • Courses for professional attendance 	<p>All of the following:</p> <ul style="list-style-type: none"> • Syllabus or program agenda • Verification of acceptance or approval by organizational sponsor
CMPP Exam Development Activities	<ul style="list-style-type: none"> • Item writing • Exam form review 	<ul style="list-style-type: none"> • Personal record of actual service time and dates of service
Other Requests		<p>For any other requests for credits that are approved by the ISMPP Recertification Committee, the best practice is to maintain documents that reflect:</p> <ul style="list-style-type: none"> • The amount of time • Date-stamped materials • Example(s) of the material developed

5. GENERAL RECERTIFICATION GUIDELINES

5.1 Reporting Process

CMPPs are responsible for the timely reporting of their recertification activities in LearningBuilder. CE credits must be recorded by December 31 for each calendar year in which credits have been earned. For example, if you became certified in 2024, then you would need to ensure that your reported credits are up to date by December 31, 2025, for CE credits earned in 2025 and by December 31 of each remaining successive year of the certification cycle.

You must maintain thorough, accurate records of your CE activities and keep copies of and upload all required documentation pertaining to the course or activity. Approximately 10% of certificants will be audited each year, at which time such individuals must have all required documentation uploaded into LearningBuilder.

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

During the last year of the certification cycle, CMPPs must submit a fee of US\$300 along with their Recertification application. Non-ISMPP members are also required to pay the membership fee before submitting their recertification application. CMPPs may submit their Recertification Application after December 31 until February 28 of the year following their certification expiration date. All Recertification Application submitted AFTER December 31 will be subject to a \$100 late fee in addition to the \$300 Recertification Application fee.

5.2 Award Process

CMPPs must submit adequate information to enable review of each claimed credit hour of activity. When in doubt as to whether an activity will qualify, it is best, prior to participation, to contact ISMPP Certification Program personnel (cmpp@ismpp.org) 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

5.3 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, the CMPP will be notified in writing within 30 days following submission of the CE request in LearningBuilder. The notice will include the activity or credits denied, reasons for denial, and procedures for appeal. The requestor 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 Recertification 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 Certification Board is final.

5.4 Recertification Application

CMPPs must submit a Recertification Application in LearningBuilder no later than December 31 of the year your certification expires. A fee of US\$300 must be submitted with the Recertification Application. Non-ISMPP members must pay the membership fee before they may submit their Recertification Application. The expiration date on your CMPP digital badge will then be updated for those who meet the following requirements:

- Completion of the Recertification Application
- Payment of the Recertification Application fee
- Satisfactory completion of required CE credits for the current recertification cycle

5.5 Remaining Credits After Recertification Application Deadline

In the event that the CE credit requirement has not been met by the December 31 deadline, a written, detailed plan must be submitted to the Credentialing Director explaining how the remaining credits will be completed by February 28 after the certification expiration date. CMPPs will have until February 28 of the following year to finish earning CE credits. CMPPs may submit their Recertification Application after December 31 until February 28 of the year following their certification expiration date. All Recertification Applications submitted AFTER December 31 will be subject to a \$100 late fee in addition to the \$300 Recertification Application fee.

6. RECERTIFICATION POLICIES AND PROCEDURES

6.1 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 have in LearningBuilder 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. The Recertification Policy can be found at www.ismpp.org/Recertification.

6.2 Why Documentation of Activities and Credits Is Required

Each CMPP-credentialed individual is responsible for providing evidence of his or her personal attendance/participation in CE activities. Documentation is the only proof. Neither ISMPP nor the CMPP Governance will maintain any record or attendance or participation in accredited activities. Therefore, it is imperative that records be regularly maintained. This may include maintaining a separate copy of all documentation in the event of a flood, fire, or other disaster. 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.

6.3 Prohibited Use of Credential

A certificant whose certification has expired or 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 the ISMPP Certification Program personnel that active certification status has been reinstated or the relevant recertification requirements have been met.

6.4 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 the table will be followed resulting either in the return of certificants to active status or the revocation of their certification.

Procedures After Failure to Meet Recertification Requirements

Suspension	<ul style="list-style-type: none">• 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• 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• Once all relevant recertification requirements have been met, the certificant will be returned to active certification status
Revocation	<ul style="list-style-type: none">• Failure to meet the relevant recertification requirements during the 1-year suspension period will result in revocation and termination of certification• A revoked or terminated certification may not be reinstated except by direction of the ISMPP Certification Board or an authorized ISMPP Certification Program representative• 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

6.5 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

6.6 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 8 CE credits per year toward recertification; these credits can be accumulated for each year of participation during a recertification 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.



7. RECERTIFICATION APPLICATION SUBMISSION REQUIREMENT

7.1 Recertification Application Requirements for Candidates Who Have Accrued Credit Hours

Applications for recertification must be submitted in LearningBuilder no later than December 31 of the year of certification expiration.

7.2 Recertification Application Fees

Payment is required for the application at the time of submission. The \$300 Recertification Application fee may be made by credit card (Visa, MasterCard, American Express).

7.3 Recertification Late Fee

CMPPs may submit their Recertification Application after December 31 until February 28 of the year following their certification expiration date. All Recertification Applications submitted AFTER December 31 will be subject to a \$100 late fee in addition to the \$300 Recertification Application fee.

*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.



SECTION 8

8. QUESTIONS REGARDING RECERTIFICATION

Questions regarding recertification should be directed to the ISMPP Certification Office, which may be reached at cmpp@ismpp.org. An ISMPP Certification Program representative will provide a response.