

NEW AND IMPROVED ISMPP CE CREDIT TRACKER Instructions for Use

The ISMPP CE Credit Tracker can now be found under the **Certification** tab on the ISMPP website (<u>www.ismpp.org</u>).

| | | | Search or | z sile | | Search |
|--|--|--|--------------------------|-------------------|---------------------------|--|
| d Unternational Society For Medical Fublication Frotessionals | Founded by medic: professionals for n publication profess | al publication nedical sionals | | | | Log Out |
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| ISMPP has implemented opportunity to earn the C The ISMPP CMPP" cred • Expertise as a med | Certification d a certification program that entified Medical Publication i lential certifies the following dical publication professional | Overview Code of Conduct Benefits Exam Details CMPP Study Resource Recentification Opp CMPP Devemance KMPP Directory Kentor Program ISMEP CE Tracker | | onals an | G Se | JOIN US Get Certified Job Postings |
| Proficiency in good Commitment to ett Leadership in upho Once earned, the ISMPP | f publication practices hical and transparent data dii olding and fostering integrity CMPP [∞] credential is valid fo | ssemination standar and excellence in m r three years. Upon e | rds edical publicatio | on icants must | Announcem New Articles | nents Provinsitan St |

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

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|--|----------------------------------|----------------------|-----------------------------|---------------|----------|----------------|
| Continuing Education Tracking | | | | | | |
| SORT | | Hours Event / Ses | total: 73 sion total: 58 | | ADD CF | REDIT EXPORT P |
| Filter Credits | Date Range | 1 | /8/2020 - 1/8/202 | 0 | | |
| APPLY FILTERS | Event / Session Hours | 4 | keviewing 2020 Foi L | m O CMPP exam | | |
| RESET FILTERS | Category Added By Location | l | mplement Publicat Self | ion Plan | | |
| Date Range | Instructor Expiration | | | | | |
| Choose a start date | Certificate | | | | | |
| То | Description | | | | | |
| Choose an end date | EDIT | OAD CERTIFICATE | | | | |
| Category (None) | Date Range Event / Session | 1 | 0/21/2015 - 10/21 SPP3 | /2015 | | |
| Develop Publication Plan Foster Ethical and Compliant Beha | Hours Category | 1 F | .5 Professional Respo | nsibilities | | |



You will then see the following screen.

| Memb | Add Education Credit | |
|---------------|---|--|
| | | |
| Continuing | Event / Session Name * | Date Range * |
| | Event Name | Choose a start date 👩 Choose an end date |
| = sor | This field is required. Credit Hours | Category |
| Filter Credit | Credit Hours | Select a Category - |
| | Location | Description |
| , | Location | Description |
| | Instructor | |
| Date Range | Instructor Name | |
| Choose a : | Expiration Date | |
| То | Change on expiration date | |
| Choose an | Choose an expiration date | · |
| | | CANCEL SAVE |
| Category | | |
| | | |
| Develo | | PERPENDIAL RESIDENTION |

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.

IMPORTANT: All your documentation must be combined into a single (1) reference document before you click "UPLOAD CERTIFICATE" for each activity.

Please contact <u>cmpp@ismpp.org</u> with any questions.