



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 (www.ismpp.org).

International Society for Medical Publication Professionals
Founded by medical publication professionals for medical publication professionals

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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

EDIT UPLOAD CERTIFICATE

Date Range 10/21/2015 - 10/21/2015
Event / Session GPP3
Hours 1.5
Category Professional Responsibilities



You will then see the following screen.

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 cmpp@ismpp.org with any questions.