



**INTERNATIONAL SOCIETY FOR MEDICAL  
PUBLICATION PROFESSIONALS, INC. (ISMPP)**

**RECERTIFICATION POLICY**

**A. Introduction.**

The International Society for Medical Publication Professionals, Inc. (ISMPP) sponsors and administers a rigorous, examination-based, professional certification program – designated as the ISMPP Certification Program. Those individuals who have been granted the Certified Medical Publication Professional (CMPP) credential must demonstrate an ongoing professional commitment to the field of medical publication by satisfying the requirements of this Policy.

Effective as of July 30, 2016, this Policy revised and replaces the October 4, 2011, Policy that establishes and explains the requirements that must be satisfied in order to maintain certification and provides related information, including the standards, guidelines, and procedures of the ISMPP Certification Program. Inquiries or questions concerning this Policy or the recertification process should be directed to the ISMPP Director of Credentialing (cmpp@ismpp.org).

**B. Statement of Purposes.**

The ISMPP Certification Program supports the ongoing professional development of ISMPP certificants and the maintenance of the CMPP certification. Among other purposes, the Certification Program is intended to: require reasonable and appropriate continuing educational and professional activities; enhance the ongoing professional development of certificants; encourage and recognize individualized learning opportunities; and, provide a standardized, objective, and straightforward process for attaining and recording professional development activities.

**C. Recertification Requirements.**

Consistent with the terms of this Policy, certificants must satisfy the following requirements in order to maintain certification.

1. Recertification Eligibility Options. A certificant may choose one (1) of the following two (2) methods for recertification:
  - a. First Recertification Method/Continuing Education: Fulfill the requirements for continuing education (CE) credit hours as set forth in this Policy.

- Credit Requirements. Certificants seeking to recertify by CE credits must complete a minimum of thirty (30) CE credits during each three (3) year certification cycle, with a minimum of eight (8) credits to be earned in each calendar year, and no more than twelve (12) credits remaining to be earned in the final year, consistent with the requirements of this Policy.. Unless otherwise permitted by this Policy, credits will be applied only for participation in activities during the current certification cycle.
- Qualification of Continuing Education Credits. With respect to qualifying structured learning activities, 1 credit is earned for each contact hour (50 minute session) related to the activity. With respect to other qualifying activities, such as academic coursework and publication development relevant to the medical publication profession, credit requests will be evaluated and determined by the ISMPP Certification Program on a case-by-case basis, based on the Credits Earned for Recertification Tracking (CERT) Form identified in Section E.1 of this Policy.

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- b. Second Recertification Method/CMPP Certification Examination: Achieve a passing score on the CMPP Examination during the calendar year of certification expiration (eg if certification expires December 2017, certificants must take the exam in March or September 2017 to remain certified). Certificants who elect to recertify by examination must submit a certification exam application, continue to meet eligibility requirements, submit application fees, and abide by applicable Certification Program policies.
2. Recertification Period. CMPP certification is valid for 3 years. Certification expires on December 31<sup>st</sup> of the 3<sup>rd</sup> year after the initial certification (3 years after the year of certification indicated on the certificant's CMPP certificate). The recertification cycle begins on January 1<sup>st</sup> of the year immediately following the certification expiration date. Recertification will be valid for a 3-year period.
  3. Eligibility to Maintain CMPP Certification. In order to maintain active certification status in good standing, all certificants must satisfy the following requirements:
    - a. Code of Ethics Compliance. Comply with all Certification Program policies, including the Code of Ethics;
    - b. Active Employment. Demonstrate the equivalent of at least three (3) years of active employment or practice in the field of medical publications during the 3-year certification period. Active employment itself does not qualify as an activity for earning CE credits; and,

- c. Recertification Processing Fee. Pay all recertification fees to the Certification Program for each recertification cycle by the required due date.

**D. Qualifying Activities/Approved Methods for Earning Continuing Education (CE) Credits.**

Unless otherwise permitted by this Policy, in order to be accepted and approved by the ISMPP Certification Program, all CE recertification activities must relate directly to a certificant's continued knowledge and skills in the field of medical publications. CMPPs are required to earn CE credits across all domains of the ISMPP-defined professional credential blueprint, as described in the Recertification Handbook. Failure to earn CE credits in any 1 of the blueprint domains will result in recertification ineligibility.

The types of activities by which CE credits may be earned are identified below.

1. Structured Learning Activities/Seminars, Workshops, Courses, or Conferences. Credit may be earned for attending seminars, workshops, courses, conferences, or other relevant educational activities offered by ISMPP, other organizations, or educational program providers that are accepted and approved by the ISMPP Certification Program, consistent with the terms of this Policy. When only a portion of a program or activity relates to an ISMPP-defined professional credential blueprint domain, credits are calculated based on the percentage of the program or activity directly related to the domain as determined by the ISMPP Certification Program.
  - a. Documentation Required: Certificants must retain a certificate or other acceptable verification of attendance; a program or course description; a transcript, grade report, or verification form issued by the educational institution that indicates a passing grade in the course (if relevant); and, any other materials that explain the subject matter covered and the qualifications of the instructor(s) or content expert(s).
2. Publications. Credit may be earned for authoring certain publications directly related to the medical publication field. Credit will be granted for actual publication preparation time only. The number of credit hours for this type of activity will be determined on a case-by- case basis by the ISMPP Certification Program.
  - a. Documentation Required: Certificants must maintain a complete copy of each publication; and, a personal record of actual publication preparation time.
3. Presentations. Credit may be earned for acting as a speaker or presenter during professional presentation activities directly related to the medical publication professionals. Credit may be granted for actual presentation and preparation time only.
  - a. Documentation Required: Certificants must maintain: a written copy of the presentation; a document from the organizational sponsor verifying presentation

- activity and explaining the time and content of the presentation; if available, a summary of the evaluations from the event; and, a personal record of 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 medical publication field. New program development activities are limited to the development of the content for an original course, seminar, workshop, or other formal, structured learning program or activity, for an external organization, or within ISMPP. Credit may be granted for actual development and preparation time only.
    - a. Documentation Required: Certificants must maintain: the original program proposal; syllabus or program agenda; reference list indicating medical publication source materials used to develop the program; sample educational materials produced for the program; if applicable, a document from the organizational sponsor verifying acceptance or approval of new program; a personal record of actual preparation time; and, other supporting documents as may be required by ISMPP.
  5. CMPP Examination Development Activities. Credit may be earned for participation on an ISMPP Certification Program item writing or other committee related to test development. Certificants involved in item writing or other activities directly related to the development of Certification Examination content or scoring are limited to a maximum of 5 CE credits in this activity category per year during a certification cycle.
    - a. Documentation Required: Certificants must maintain: a personal record of time related to test development activities, including the dates of service and a record of actual service time, to be verified by the Certification Program.
- E. General Recertification Guidelines.**
1. Credits Earned for Recertification Tracking (CERT) Form. Certificants are responsible for reporting recertification activities to the ISMPP Director of Credentialing on a yearly basis, by or before the end of each certification year within a 3- year certification period. Certificants must complete a Credits Earned for Recertification Tracking (CERT) form, including all required information concerning each recertification activity, and must identify the ISMPP-defined professional credential blueprint domain to which the activity applies. The process for the submission of CE credits is described in the Recertification Handbook.
  2. Credit Transcripts. The ISMPP Certification Program will review and record reported recertification activities, and maintain a record of all approved activities reported during the current certification cycle for each certificant. ISMPP will make this information available to all certificants upon request.

3. Granting Credit. All recertification activities submitted for credit are subject to review and approval by the ISMPP Recertification Committee and Director, Credentialing. In order to assist in the acceptance of a recertification activity, certificants are encouraged to contact the ISMPP Certification Program prior to participating in an activity to gain information as to whether credit may be granted for completion of such activity. Credits can be earned only once for participation in activities with identical content. In all cases, credit is granted only after the educational or professional activity has been completed and documented. Credit is not granted for time spent at social functions or for breaks.
4. Credit Denial. The ISMPP Certification Program reserves the sole and exclusive right to evaluate all activities and programs on an individual basis, and at its discretion, to deny credits for those activities that fail to meet the terms of this Policy, the Recertification Handbook, and other ISMPP requirements. In its evaluation, the ISMPP Certification Program will consider the number of credits (if any) offered for a program or activity by other providers. However, the ISMPP Certification Program reserves the sole and exclusive right to make all final determinations concerning the number of credits granted for each activity. The certificant will be notified when credits are reduced or denied, including a statement indicating the basis for such action.
5. Maintenance of Personal Recertification Records. As explained in this 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 twelve (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. Recertification Application. A Recertification Application must be submitted to the ISMPP Certification Program no later than ninety (90) days prior to the end of the current certification cycle, i.e. September 30<sup>th</sup> of the year of certification expiration. Upon receipt of a completed Recertification Application and related fees by the ISMPP Certification Program, and satisfactory completion of the 30 CE credit requirement for the current recertification cycle, an updated certificate package will be sent to the certificant.
7. Remaining Credits Upon Submission of Recertification Application. Certificants must not have any more than 2 CE credits left to be completed upon submission of his/her Recertification Application. In the event a certificant has not completed his/her CE credit requirement by the September 30<sup>th</sup> deadline, he/she must submit a written, detailed plan explaining how he/she plans to complete the remaining credits by December 31<sup>st</sup>. A supplemental Recertification Application form must be submitted to the Certification Program no later than January 31<sup>st</sup> of the following year, identifying all remaining CE credit activities completed, with required documentation. If any of the remaining CE credit

activities are deemed ineligible for credit by the Certification Program, the certificant must complete all remaining credits no later than April 30<sup>th</sup> of the following year.

8. Processing Fee. During each recertification cycle, a processing fee will be charged for recording, reviewing, tracking, and maintaining credit records. An invoice will be sent to each certificant with the Recertification Application. The processing fee must be paid in order to maintain active certification status. Such fees will be determined by the ISMPP Certification Board, and are subject to change.
9. Transfer of Excess Credits. Up to 2 excess credits earned during the final year of the current certification cycle may be applied to the next certification cycle. If excess credits are transferred for credit towards the next certification cycle, certificants must maintain all applicable documentation related to such activities, consistent with the terms of this Policy.

#### **F. Mandatory Recertification Audits.**

Each year, the ISMPP Certification Program will select approximately ten percent (10%) of certificants randomly for a recertification audit, in order to verify compliance with this Policy. Notification of selection for mandatory audit will be sent after receipt of the Recertification Application. Certificants selected for audit must comply with all audit instructions and requirements, and must submit copies of the applicable documentation supporting all reported recertification activities for the current or most recent certification cycle. Such documentation must be submitted to the ISMPP Certification Program and returned with the Recertification Application. Failure to satisfy or comply with audit requirements will result in suspension or revocation of certification, consistent with the terms of this Policy.

#### **G. Failure to Satisfy Recertification Requirements.**

Certificants who fail to satisfy the recertification requirements prior to the conclusion of the current certification cycle will become inactive and placed on an inactive list of certificants, and the following terms apply, unless otherwise provided by this Policy.

1. Suspension. Following the issuance of a suspension notice, the certificant will be placed on immediate suspension status for up to 1 year or until such time as the certificant fulfills the relevant recertification requirements. In the event of certification suspension, the applicable dates for the following certification cycle remain effective and are not altered, i.e., the suspension period will be concurrent with the first year in the current certification cycle. Upon satisfactory completion of all relevant recertification requirements, the certificant will be returned to active certification status.
2. Revocation. Failure to satisfy the relevant requirements within 1 year following the expiration of a certification cycle (during the suspension period) will result in revocation and termination of certification. Unless otherwise directed by the ISMPP Certification Board or other authorized ISMPP Certification Program representative, a revoked or

terminated certification may not be reinstated. In order to obtain certified status, a former certificant must reapply for certification and satisfy all requirements of the initial CMPP certification process, including passing the CMPP certification examination.

3. Prohibited Use of Credential. A certificant whose certification has been suspended or revoked may not represent himself or herself as an active certificant or as certified by ISMPP, and may not use the CMPP credentials or certification marks until such time as he or she receives notice from the ISMPP Certification Program that: the relevant recertification requirements have been satisfied; or, his or her active certification status has been reinstated, consistent with the terms of this Policy.

#### **H. Voluntary, Optional Changes in Certification Status.**

1. Relinquishment of the Credential. A certificant in good standing may voluntarily relinquish his or her certification by submitting a written request to the ISMPP Certification Program, indicating acceptance of, and agreement to, the following terms. Such certificants will be removed from active certificant records.
  - a. Prohibited Use of the Credential. A certificant who voluntarily relinquishes his or her certification may not represent himself or herself as an active certificant or as certified by ISMPP, and may not use the CMPP credentials or certification marks until such time that he or she: satisfies the relevant recertification requirements; or, has his or her active certification reinstated.
  - b. Reinstatement to Active Certification Status. If reinstatement to active certification status is requested prior to the time the active certification would have expired, i.e., within the certification expiration date that was in effect at the time the certification was relinquished, the former certificant may request that active certification status be reinstated by paying all applicable fees at the time of reinstatement. A former certificant who wishes to reactivate certification status within 1 year beyond the expiration date of certification must satisfy the applicable recertification requirements, and provide all applicable documentation. A certificant who has relinquished his or her certification for more than 1 year beyond the expiration date of active certification must reapply for certification and satisfy all requirements of the initial certification process, including passing the CMPP certification examination.