



ISMPP Recertification Program

Guidelines for Approving Continuing Education Activities

Introduction

This document provides guidance to parties who (1) develop educational programs (eg, workshops, seminars, courses, webinars) or (2) are qualifying activities for the continuing professional development of medical communication professionals. Activities must fulfill specific criteria (see below) used by the Recertification Committee to approve for credit Certified Medical Publication Professional (CMPP) continuing education activities.

Submission Process

The educational program outline/agenda and content should be submitted to the ISMPP Certification Manager for review by the Recertification Committee, which will determine whether a program qualifies for continuing education credit. The Recertification Committee shall review all submitted materials within 30 days of receipt.

Criteria for Approval of Activities for Continuing Education Credit

1. Program content must apply to one of the 4 domains of the certification exam blueprint.
 - a. Develop Publication Plan
 - b. Implement Publication Plan
 - c. Foster Ethical and Compliant Behavior in Publications
 - d. Monitor Evolving Trends Related to the Medical Publication Profession

2. The program must be relevant to the international publications field, support current best practices, and reinforce ethical medical publication guidelines and standards. Programs should be designed to help publication professionals maintain continued competence in the field of medical publications.
3. By passing the ISMPP certification exam, an individual has demonstrated a baseline standard of knowledge in the medical publication field. Therefore, recertification activities must provide information that goes beyond the baseline knowledge expected of a CMPP.
 - a. Example: ISMPP offers publication planning workshops entitled Pub Planning 101, 201, 301, and 401. The content for Pub Planning Workshops 101 and 201 is considered baseline knowledge for candidates taking the ISMPP credentialing exam; therefore, these workshops do not qualify for continuing education credits. The content for Pub Planning Workshops 301 and 401 routinely goes beyond the baseline knowledge expected of a certified medical publication professional, and therefore would likely qualify as an approved activity.
4. The program should offer information on an emerging or evolving area in the medical publication field that would not have been covered in the current or previous certification exams
 - a. Example: ORCID and its use for simplifying manuscript submission. This content represents an emerging area that would not have been covered on previous certification exams
5. The program should uphold the evolving standards of ethical publication practices
 - a. Example: Updated Guidelines. If new guidelines or an update to existing guidelines are developed, a program can and should be developed to explain and interpret the new or updated guidelines.

A list of previously approved activities is available as a guide and is used during the submission of continuing education activities. This document can be found in the Recertification section of the ISMPP web site (www.ismpp.org).

Questions

All queries regarding approving activities should be directed to the Certification Manager, who will either provide a response or refer your query to the Certification Board.