



# ISMPP University

## Discovering the Value and Path to the CMPP™ Credential and Illuminating the Recertification Process

July 21, 2021



Webinar will begin  
promptly at:  
11 AM ET / 4 PM GMT



# ISMPP Would Like to Thank...

... the following Titanium and Platinum Corporate Sponsors for their ongoing support of the Society:

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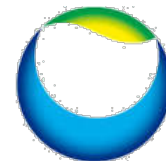
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**ISMPP**  
International  
Society  
for Medical  
Publication  
Professionals



# ISMPP Announcements

- Applications being accepted until August 1, 2021 for the September 2021 seating of the CMPP™ exam
- Registration Is Open for the 2021 Asia Pacific Meeting of ISMPP, being held virtually 9-10 September
- Be sure to check our ISMPP's NEW podcast series, available now. Episode 1: Innovation in medical communications: focus on the why





# How to ask questions

Feel free to ask a question at any time, however all questions will be held until the end the of the presentation.

**To ask a question**, open the Q&A window, type your question into the Q&A box. **Click Send**

**Note:** Check **Send Anonymously** if you do not want your name attached to your question in the Q&A

We will make every effort to respond to all questions live (out loud)



# Learning Objectives

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- At the end of this webinar, attendees should be able to:
  - Understand the CMPP™ exam eligibility requirements, subject matter on the exam, available resources for study, and the value and benefits of certification
  - Know the requirements to maintain certification, including how and when to apply for recertification, minimum required credit hours, and how to enter CE credits and document participation
  - Be familiar with online activity options for earning CE credits



# Megan Weigel, ISMPP CMPP™

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- Background
  - BA in Organizational Communication (SUNY)
- Bristol Myers Squibb
  - Publication Advisor Specialist
  - Trains and advises colleagues and agency partners on company policies and procedures, and industry best practices
- Awarded CMPP certification in 2018
- Has served as CMPP Exam Mentor to numerous candidates since 2019 and has participated in exam item writing and test review
- Vice Chair of the ISMPP Certification Board



# Dana Fox, PhD, ISMPP CMPP™

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- Background
  - PhD in Molecular and Cellular Biology (University of Massachusetts and Virginia Tech)
- Caudex
  - Managing Client Service Director
  - Provides high-level scientific, commercial, operational, and financial insight combined with account leadership of account services and scientific services
  - Has led communication and publication planning activities in several therapeutic areas
- Awarded CMPP certification in 2010
- Served as Co-Chair of Recertification Committee for several years
- Currently serves on the ISMPP Certification Board



# Danita Sutton, PhD, ISMPP CMPP™

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- Background
  - PhD in Pharmacology (Yale University)
  - > 20 years' experience in medical communications and global medical publications
  - Served previously on Certification Board, Credentialing Committee, and Recertification Committee
  - Served as Subject Matter Expert for original exam development and assembly
- Awarded CMPP in 2009 and has recertified once via credit and once via exam
- Director, Credentialing for ISMPP





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*Opinions presented reflect those  
of the presenters and do not represent  
the position of their respective  
organizations*



# CMPPP™ Program Background

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# Why the CMPP Program Was Created



## Certified Medical Publication Professional Credential

A formal, voluntary,  
professional certification  
program to promote adherence  
to the highest standards of  
integrity and transparency in  
medical publishing



# Credentialing Platform and Overview

ISMPP Board of Trustees

**CMPP VISION:** The recognized credential for medical publication professionals worldwide

Certification Board (n=9)

**CMPP MISSION:** To maintain and govern the CMPP credential through a process of examination, certification, and recertification to ensure that CMPP certificants demonstrate integrity and expertise as medical publication professionals and possess a commitment to ethical and transparent publication practices that protect the public and profession

VALUE

Credentialing Committee (n=6)

Recertification Committee (n=8)

Certification Board  
Nominations Committee (n=3)

Self-Study Task Force  
(n=7)

Exam Development  
Subject Matter Experts (n~8)

Mentors (n=40)



# CMPP™ Certificates Are Now Digital!

- CMPPs are now provided a digital certificate, or *badge* (vs printed certificate)
- Easy to track, share, access anywhere any time
- Badges can be shared
  - LinkedIn
  - Facebook
  - Twitter
  - Email signature
  - CV or resume
- Click on badge for metadata
  - Issue date
  - Expiration date
  - Proficiency and skills





# Digital Badge Metadata in One Click



This badge was issued to [Danita Sutton](#) on 1 February 2009.  
Expires on 31 December 2022

Share

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[Additional Details](#)

## Certified Medical Publication Professional™

Issued by [International Society for Medical Publication Professionals](#)

Earners of the Certified Medical Publication Professional™ credential have demonstrated proficiency in all aspects of good publication practice in the field of medical publications related to pharmaceutical, biotechnology, and medical device research. They are knowledgeable [More...](#)

### Skills

Ethical And Transparent Data Dissemination

Good Publication Practice

Medical Publication Professional

Medical Publications

Medical Publishing Trends

Publication Compliance

Publication Plan Development

Publication Plan Implementation

### Evidence

Certificate number  
1018



# CMPP Exam Scope and Requirements

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# CMPP Certification Exam Development

ISMPP collaborates with Professional Testing, Inc. (PTI), expert psychometricians who oversee the testing process to ensure adherence to credentialing guidelines set forth by:

- American Psychological Association (APA)
- American Educational Research Association (AERA)
- National Council on Measurement in Education (NCME)

The Certification Board and PTI collaborate with subject matter experts who work in the field to build the blueprint of the exam, develop the exam questions, determine the passing score, etc.

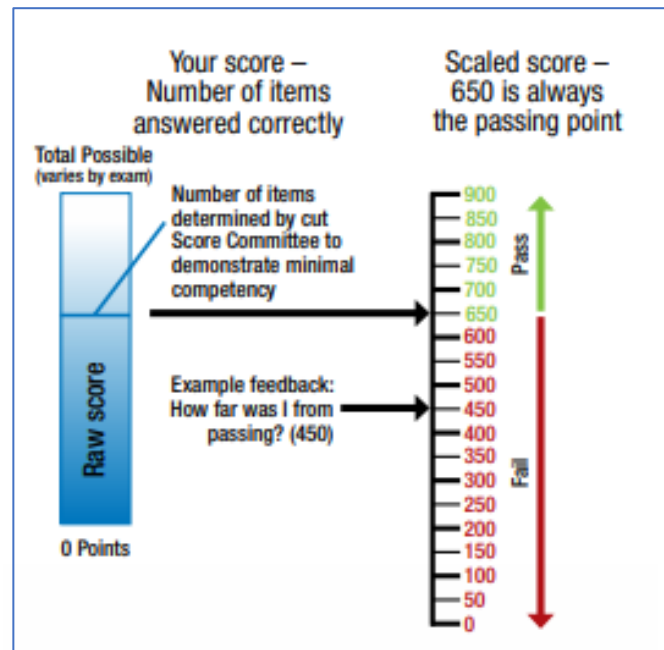
Psychometrics refers to the measurement of individuals' psychological attributes, including job-related knowledge, skills, and abilities





# Scaled Scoring of the CMPP Exam

- The **raw score** is converted to a **scaled score** which takes the difficulty of the questions, and other factors into account
  - Consistent way to report exam results from one administration to the next when the item questions can vary
  - This is a best practice in the testing industry
- Diagnostic feedback provided for candidates who do NOT pass the exam
  - A number representing a scaled score will be provided
  - The scaled score is intended to help candidates better understand how close they were to the passing point
  - Performance by content domain to highlight areas for additional study

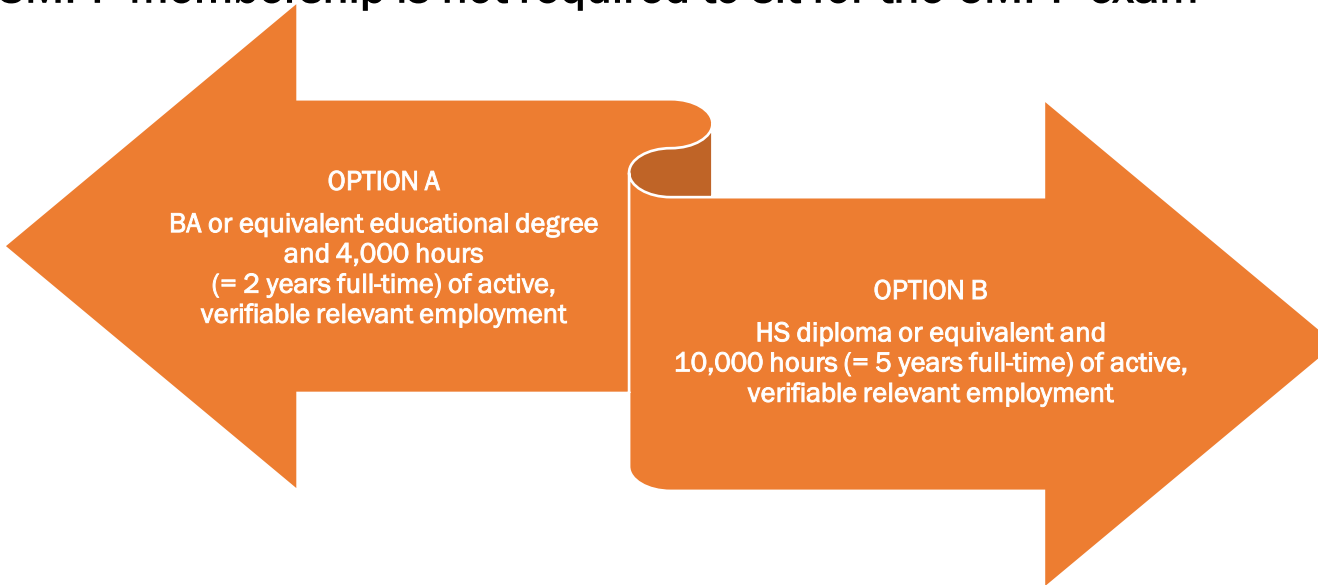




# Exam Eligibility Criteria

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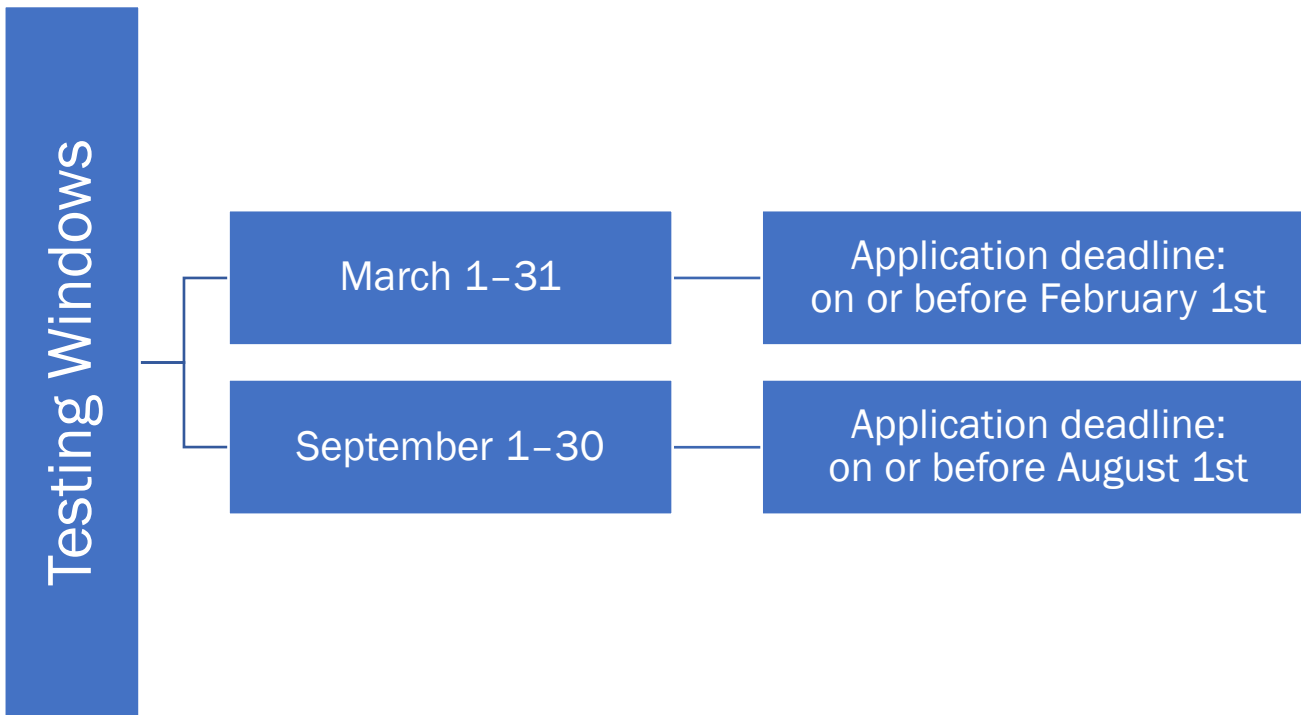
ISMPP membership is not required to sit for the CMPP exam



Your application is reviewed prior to notification  
that you qualify to sit for the exam



# Biannual Testing Windows





# 2020 ISMPP Policy on Recertification Extended Time to Recertify

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- In response to the COVID-19 impact on CMPP exam delivery, ISMPP extended the time for CMPPs to recertify *via exam* by 1 year, or until the end of 2021
- This applies only to CMPPs with a certification expiry of **12/31/2020**
- This is a *one-time* extension that will not extend the next certification cycle
- Therefore, if recertification occurs in 2021 for a 2020 expiration, the next cycle still expires in 2023
- CMPPs who recertify *via credit* do not qualify for an extension



# Exam Description and Subject Matter

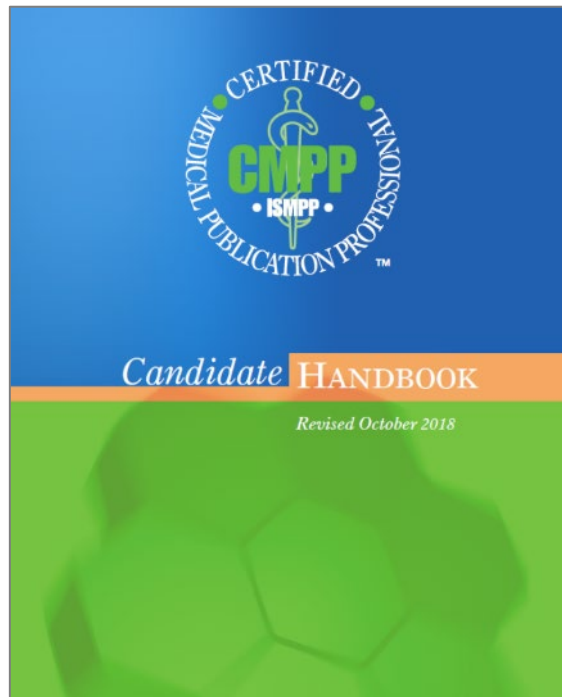


- **WHAT:** 150-question, computer-based, multiple-choice exam that tests general knowledge across all relevant areas of medical publication planning and execution, including application of experience
- **WHEN:** Offered every March and September
- **WHERE:** Pearson VUE testing centers **worldwide**



# Study Resources for CMPP Candidates

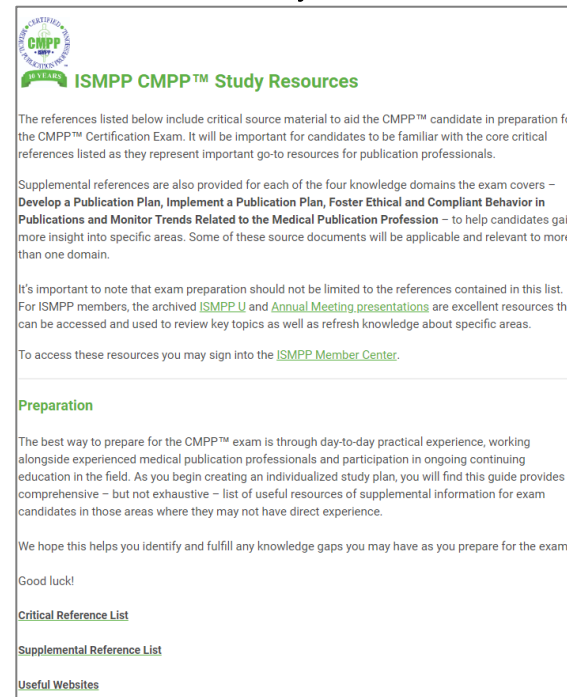
## Candidate Handbook



## Code of Conduct



## Study Resources





# HELP OTHERS GROW. CONSIDER BECOMING A MENTOR.

*Are you an ISMPP CMPP™ seeking opportunities to mentor medical publication professionals preparing for the CMPP exam, or recertifying, or even with career development questions?*

## WHAT DOES A CMPP MENTOR DO?

### Examination Support

- Discuss the value and benefits of the credential
- Provide guidance on applying and preparing for the exam
- Strategize exam preparation
- Navigate study resources
- Discuss content domains

### Recertification Support

- Discuss the importance of continuing education
- Describe recertification requirements
- Navigate the list of pre-approved CMPP activities
- Instruct on use of the ISMPP CE Credit Tracker
- Provide guidance on collecting appropriate documentation for activities

### Career Support

- Advise on career paths for medical publication professionals
- Support networking opportunities



FOR MORE INFORMATION:  
[CMPP@ISMPP.ORG](mailto:CMPP@ISMPP.ORG)

## EXAM DATES

**March 1-31**

Application deadline  
February 1

**September 1-30**

Application deadline  
August 1



# GROW WITH A MENTOR.

*Are you considering ISMPP CMPP™ certification? Not sure how to prepare?  
Confused by the CE credit tracker or how to recertify? Wish you could discuss  
your career with a tenured medical publication professional?*

## HOW A CMPP MENTOR CAN HELP YOU...

### Examination Support

- Discuss the value and benefits of the credential
- Provide guidance on applying and preparing for the exam
- Strategize exam preparation
- Navigate study resources
- Discuss content domains

### Recertification Support

- Discuss the importance of continuing education
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## EXAM DATES

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Application deadline  
February 1

**September 1-30**

Application deadline  
August 1



# Make the Most of Your CMPP™ Credential

- ✓ Include the CMPP digital badge in your e-mail signature and on your business card
- ✓ Showcase your credential (digital badge) on your CV or résumé
- ✓ Share your badge on social media (LinkedIn, Facebook, Twitter)
- ✓ Highlight that you and/or colleagues are credentialed in RFI/RFP responses
- ✓ Become an official CMPP Mentor to help others earn their certification
- ✓ Take advantage of your eligibility for other ISMPP Committees and ISMPP job postings
- ✓ Market yourself as a CMPP
- ✓ Tell your friends and colleagues!



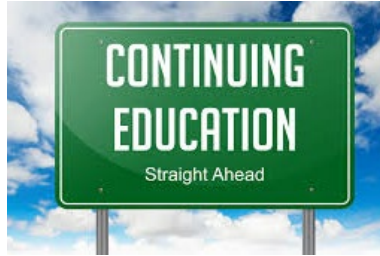
# Recertification: Maintaining Your Certification

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# The Benefits of Continuing Education (CE)

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- CE is lifelong learning beyond a degree or certificate program
- Obtaining CE credits, instead of taking an exam, allows you to continuously improve your knowledge and practice, rather than “cramming” for a test
- CE allows you to keep abreast of the latest developments in your field
- Required for medical fields, law, and other professionals



# Two Options for CMPP Recertification

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## Option 1: Continuing Education (CE)

- Complete required CE credits during certification period
  - 8 CE credits (minimum) must be earned in each calendar year
  - $\leq 12$  CE credits may remain to be earned in the final year
- Submit a Recertification Application
- Continue to meet eligibility requirements
- Pay application fee

## Option 2: 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 2021, you must take the exam no earlier than March 2021 and no later than September 2021
- Submit a Recertification Application
- Continue to meet eligibility requirements
- Pay application and exam fees

# Requirements to Maintain Active Certification Status

- Regardless of recertification method, all certificants must meet the following requirements 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 certification period)
  - Commitment to ethical standards
  - Compliance with certification policies (including payment of recertification fees)





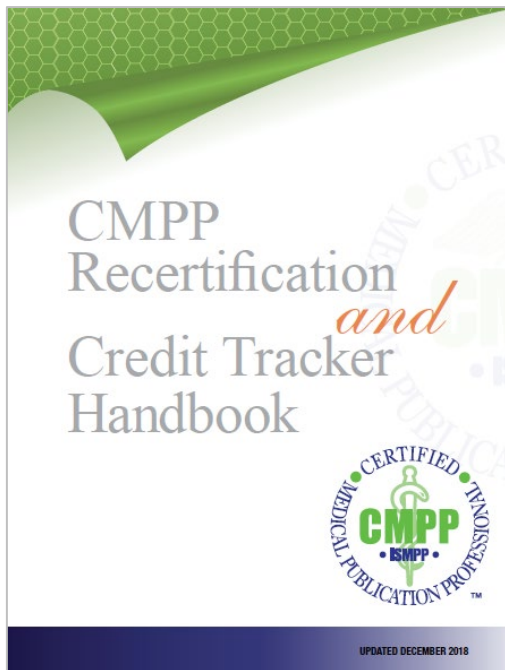
# Recertification Cycles

Year exam taken	2015	2016	2017	2018	2019	2020	2021
Cycle (# of years)	5	5	3	3	3	3	3
Year credit period begins <sup>a</sup>	2016	2017	2018	2019	2020	2021	2022
Year credit period ends	2020	2021	2020	2021	2022	2023	2024
Year to recertify	2020	2021	2020	2021	2022	2023	2024
Total # of credits needed	50	50	30	30	30	30	30
Credits required per year <sup>b</sup>	≥8 credits per year but ≤12 in final year						
<sup>a</sup> Period beginning January 1 for each certification cycle <sup>b</sup> Exceptions can be made on a case-by-case basis							




# Key Resources for Recertification

## Recertification Handbook



## Recertification Policy



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 October 29, 2018, this Policy revised and replaces the July 30, 2016, 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](mailto: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.

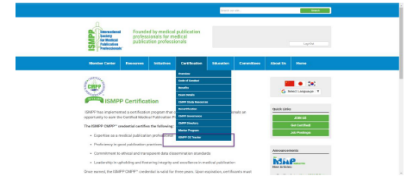
- Recertification Eligibility Options:** A certificant may choose one (1) of the following two (2) methods for recertification:
  - First Recertification Method/Continuing Education:** Fulfill the requirements for continuing education (CE) credit hours as set forth in this Policy.

## Credit Tracker Instruction Guide

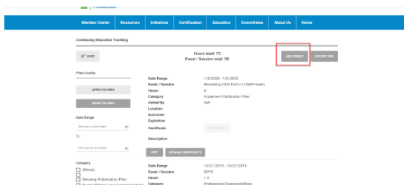


NEW AND IMPROVED ISMPP CE CREDIT TRACKER  
Instructions for Use

The ISMPP CE Credit Tracker can now be found under the **Certification** tab on the ISMPP website ([www.ismpp.org](http://www.ismpp.org)).



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





# Credit Areas and Requirements for Recertification



## Requirements over 5-year period (50 credits)

Dev Pub Plan	Imp Pub Plan	Fost Ethic & Comp Behav	Mon Evol Trends	Candidate Choice
5	5	5	5	Up to 30

## Requirements over 3-year period (30 credits)

Dev Pub Plan	Imp Pub Plan	Fost Ethic & Comp Behav	Mon Evol Trends	Candidate Choice
3	3	3	3	Up to 18





# Credit Reporting Requirements for Recertification

You are responsible for ANNUAL reporting of your recertification activities

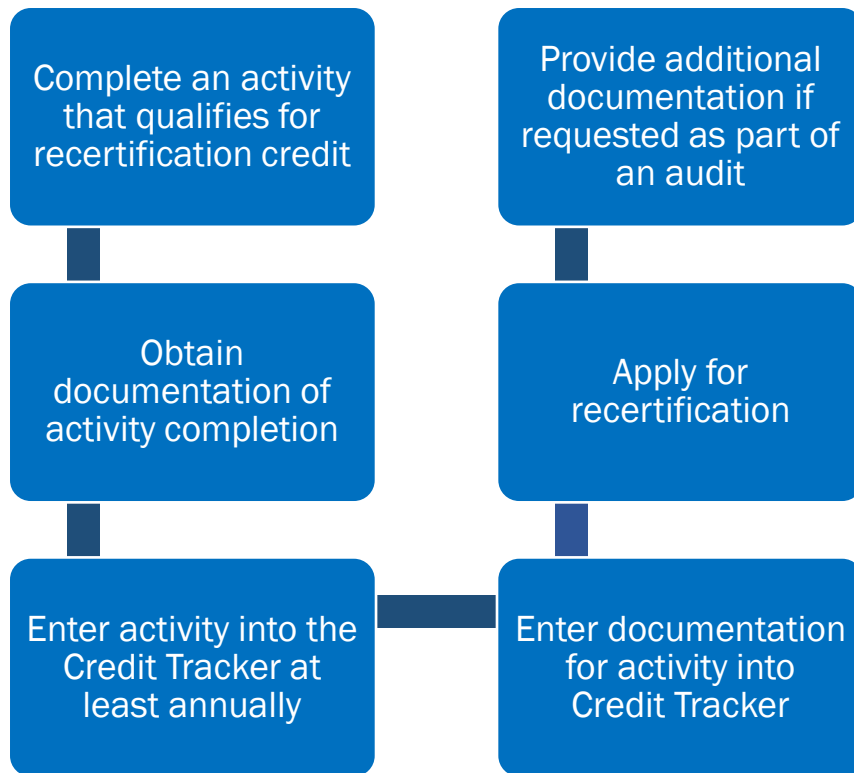
- Your CE credits and other activities you want to claim credit for must be recorded in your Credit Tracker by January 31 following each calendar year in which credits have been earned
- Example for 2019 test: ensure your CMPP Credit Tracker is up to date by January 31, 2021 for CE credits earned in 2020 and by January 31 of each remaining successive year of your certification cycle
- You do not need to wait until January to update your information!

You must maintain thorough, accurate records of your CE activities and upload to your CE Tracker all required documentation pertaining to the course or activity

- Documentation for each activity must be uploaded into your Credit Tracker
- You may be asked to supply more information/clarity prior to granting of credit
- Each year, audits are conducted on randomly selected recertification applications
- You will be contacted should you be randomly selected for audit



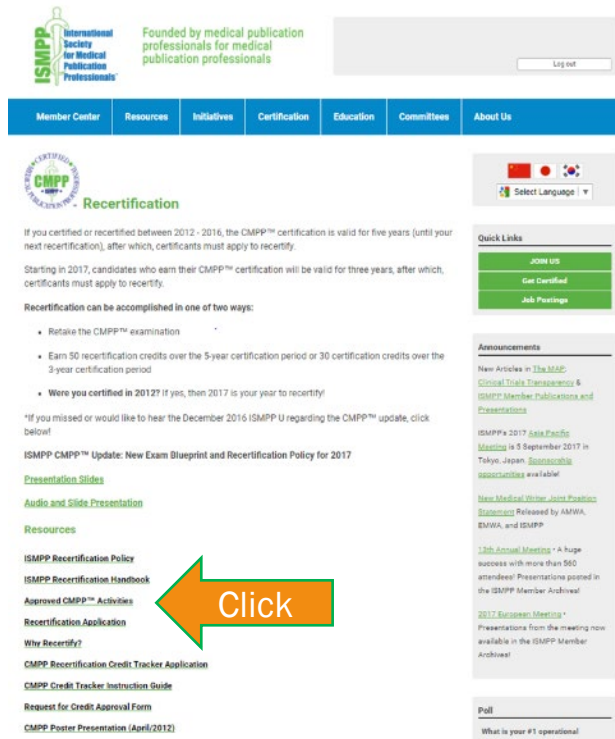
# Step-by-Step Guide to Recertifying by Credit





# Types of Activities that Qualify for CE Credit

Activity type	Examples
Educational Webinars	ISMPP University
ISMPP-sponsored Meetings	Annual Meeting EU Meeting AP Meeting ISMPP West
Other Professional Activities (eg, Seminars, Workshops, Courses, Meeting Sessions)	CBI TIPPA Q1
Self-Study	ISMPP self-study activities Pre-recorded audio/video programs Self-paced online courses
Presentation or Publication in Medical Publications Field	Presentation during industry meeting Author of paper related to medical publications
Development of a Self-Study Activity	
Development of a New Learning Activity	Internal company courses Courses for professional attendance
CMPP Exam Development Activities	Item writing Exam Form review





# List of Approved CMPP Activities

Expandable

Smartsheet Inc. [US] | https://app.smartsheet.com/b/publish?EQ&CT=3308aa2f0f874317bf2237c52573b9f0

<



# A Total of 20 Self-Study Activities in a Variety of Formats Are Available

## Activity topics include:

- Article level metrics
- Social media and publications
- Patient involvement in scientific communications
- Open Access
- And many more!



[This Photo](#) by Unknown Author is licensed under [CC BY](#)



# How to Find Self-Study Activities

Course	Credit/Hours	Credit Type	Date	Authorization	Column6
<b>Exam Activities</b>					
<b>Self-study Activities</b>					
Introduction to Systematic Review and Meta-Analysis Course (NOTE: must enroll in full course for certificate to earn credit) Click here to access activity: <a href="https://www.surveymonkey.com/r/1JXKCKM">https://www.surveymonkey.com/r/1JXKCKM</a>	7.0 upon completion of full course	Monitor Evolving Trends Related to Medical Publications	07/11/18	Authorization code provided at completion of activity	
Article: "Intellectual contributions meriting authorship: Survey results from the top cited journals across all science categories" (No fee) Click here to access the activity: <a href="https://www.surveymonkey.com/r/K3FNTT3">https://www.surveymonkey.com/r/K3FNTT3</a>	0.5	Implement Publication Plan	08/21/18	Authorization code provided at completion of activity	
Article: "How to avoid common problems when using ClinicalTrials.gov in research: 10 issues to consider" (No fee) Click here to access the activity: <a href="https://www.surveymonkey.com/r/6KNM127">https://www.surveymonkey.com/r/6KNM127</a>	0.5	Develop Publication Plan	08/21/18	Authorization code provided at completion of activity	
Webinar: "Effective Insight Communication" Click here to access the activity: <a href="https://www.surveymonkey.com/r/GK7CV6D">https://www.surveymonkey.com/r/GK7CV6D</a>	1	Monitor Evolving Trends Related to Medical Publications	05/27/20	Authorization code provided at completion of activity	
Online Course: "Data Science Ethics" (NOTE: Must complete full course to receive credit) Click here to access the activity: <a href="https://www.surveymonkey.com/r/G8N8GB2">https://www.surveymonkey.com/r/G8N8GB2</a>	3	Foster Ethical and Compliant Behavior in Publications	05/27/20	Authorization code provided at completion of activity	
Publication: "A Guide to Applying the Good Publication Practice 3 Guidelines in the Asia Pacific Region" Click here to access the activity: <a href="https://www.surveymonkey.com/r/2VX8C1H">https://www.surveymonkey.com/r/2VX8C1H</a>	0.75	Foster Ethical and Compliant Behavior in Publications	05/27/20	Authorization code provided at completion of activity	
Webinar: "Social Media: A Useful Tool or a Distraction in Medical Publications" Click here to access the activity: <a href="https://www.surveymonkey.com/r/G7BHLMG">https://www.surveymonkey.com/r/G7BHLMG</a>	0.5	Monitor Evolving Trends Related to Medical Publications	05/27/20	Authorization code provided at completion of activity	


The Activities list will note the number of credits and domain. Authorization codes are provided once the activity is completed.

*A maximum of 7 self-paced CE credits per year may be earned toward Recertification.*



# How to Access Self-Study Activities

Exit this survey



**CMPP Self-study: Introduction to Systematic Review and Meta-Analysis**

**CMPP Self-study CE Activity - Introduction to Systematic Review and Meta-Analysis**

Please click on this [link](#) and follow the course. When complete, answer the following assessment questions to receive your unique credit authorization code.

If the link doesn't open - please copy and paste into a separate browser:

<https://www.coursera.org/learn/systematic-review#>

About this course: We will introduce methods to perform systematic reviews and meta-analysis of clinical trials. We will cover how to formulate an answerable research question, define inclusion and exclusion criteria, search for the evidence, extract data, assess the risk of bias in clinical trials, and perform a meta-analysis.

Upon successfully completing this course, participants will be able to:

Describe the steps in conducting a systematic review

Complete the activity

On a scale of 1 to 5, with 5 being the highest rating, please rate the following:

**\* 1. How would you rate the content of this activity?**

5 4 3 2 1

Additional Comments:

**\* 2. Was the material fair and unbiased?**

5 4 3 2 1

Additional Comments:

**\* 3. What were your key takeaways from the activity?**

1.

2.

3.


After completion of the activity, answer the assessment questions to receive the authorization code for your Credit Tracker





# ISMPP U Presentations

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Founded by medical publication professionals for medical publication professionals

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ISMPP Publication Primer

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ISMPP prides itself on providing transparent, accessible, and reliable information with respect to standards, guidances, and best practices. To ensure the continued relevance of our materials, from time to time, we will be reviewing previously posted materials from our educational initiatives to determine their continued relevance. Consequently, links to certain materials will be inactivated, reactivated, or removed as materials are reviewed.


<https://www.ismpp.org/ismpp-u-archive>

Thank you for your patience and understanding.




# How to Find ISMPP U Presentations

[Member Center](#) [Resources](#) [Initiatives](#) [Certification](#) [Education](#) [Committees](#) [About Us](#) [Home](#)



# ISMPP

## University



International  
Society  
for Medical  
Publication  
Professionals™

### ISMPP U Archive

**NOTE TO MEMBERS:**

ISMPP prides itself on providing the most current information available with respect to standards, guidances, and best practices. To ensure that we meet these goals, from time to time, we will be reviewing previously posted materials from our educational initiatives to determine their continued relevance. Consequently, links to certain materials will be inactivated, reactivated, or removed as materials are reviewed.


Thank you for your patience and understanding.

### Recordings Available by Year

[2020 Webinars](#)

[2019 Webinars](#)

[2018 Webinars](#)



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#### Announcements



**New Articles:**

— [Subscribe to Our 1st InformED Podcast on Measuring Publication Value](#)


— [Patient Authorship: Three Key Questions \(& Answers\) for Medical Communication Professionals - Part A and Part B](#)



International  
Society  
for Medical  
Publication  
Professionals™



# ISMPP CE Credit Tracker: How to Access



International Society for Medical Publication Professionals

Founded by medical publication professionals for medical publication professionals

Member Center

Resources

Initiatives

Certification

- Overview
- Code of Conduct
- Benefits
- Exam Details
- CMPP Study Resources
- CMPP Digital Badges
- CMPP COVID-19 FAQs
- Recertification
- CMPP Governance
- CMPP Directory
- Mentor Program
- ISMPP CE Tracker

Education

Committees


About Us

Home

16th ANNUAL MEETING

The Evolving Role of the Scientific Communication Professional in an Open World


JUNE 16-18, 2020 VIRTUAL MEETING

  
www.ismpp.org

Welcome to ISMPP!

ISMPP (pronounced IzMap) is the only nonprofit organization founded by medical publication professionals for medical publication professionals.

Since its inception in 2005, our membership has grown to more than 1,700 with representation from all stakeholders involved in the publication of medical research, including pharmaceutical, biotechnology, and

  
Select Language ▼

Quick Links

<https://www.ismpp.org/certification>





# Entering a New Activity

Member CenterResourcesInitiativesCertificationEducationCommitteesAbout UsHome

Continuing Education Tracking

SORT

Hours total: 67.5

Event / Session total: 62

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 Beh

Date Range

5/27/2020 - 5/27/2020

Event / Session

Data Privacy Protection

Hours

1

Category

Foster Ethical and Compliant Behavior in Publications

Added By

Self

Location

Instructor

Expiration

Certificate

DOWNLOAD

REPLACE

Description

ISMPPU

EDIT

Date Range

5/20/2020 - 5/20/2020

Event / Session

Bite-sized Content

Hours


1

Category

Monitor Evolving Trends Related to Medical Publications

Added By

Self

International Society for Medical Publication Professionals



# Required Fields to Enter

- Event/activity name
- No. of credit hours assigned to activity\*
- Date range – for 1-day activities, use same date for “start” and “end”
- Category – assigned domain\* for activity
- Description – type of activity (eg, ISMPP U, CBI meeting, etc.

\*Can be found on List of Approved CMPP Activities.



# How to Find the Information to Complete the Credit Tracker

← → ↻ SmartSheet Inc. [US] | <https://app.smartsheet.com/tv/publish?EQ&CT=3308aa270874317b2237c52573b9f0>

List of Approved CMPP Activities (View Only)

	Course	Credit Hours	Credit Type	Date	Authorization
	<b>ISMPP U Pre-Approved Courses</b>				
1	The Sunshine Act	1	Professional Responsibilities	08/10/11	11U1PRA
2	Discovering the Optimum Publication Vehicle	1	Tactical Plan Development	09/21/11	11U1TDB
3	What editors look for in a clinically meaningful presentation of trial results in a manuscript	1	Publication Plan Implementation	12/14/11	11U1PIC
4	Current Trends and Considerations for Pub Planning Professionals in Social Media with a Brief Review of the Draft FDA Guidance	1	Publication Plan Development	03/14/12	12U1PDD
5	The Ins and Outs of Open Access - Practical Considerations for Publication Professionals	1	Publication Plan Implementation	05/21/12	12U1PIE
6	Database and Record Retention to Assist Publication Planners	1	Publication Plan Implementation	06/27/12	12U1PIF
7	Simplify Manuscript Submission and Processing: An Introduction to ORCID	1	Publication Plan Implementation	07/25/12	12U1PIG
8	Challenging Cases in Publication Planning - Focus on Authorship	1	Publication Plan Implementation	11/07/12	12U1PIU
9	Anti-Bribery and Corruption Laws - What Medical Publication Professionals Need to Know	1	Professional Responsibilities	10/03/12	12U1PRK
10	Evaluating the Impact of a Publication	1	Publication Plan Implementation	11/14/12	12U1PIL
11	Is the Sun Shining on Medical Publications - An Update from the ISMPP Sunshine Act Task Force	1	Publication Plan Implementation	12/05/12	12U1PIN
12	Publishing Industry-Sponsored Studies in Peer-Reviewed Journals - Are More Restrictions the Wave of the Future	1	Publication Plan Implementation	01/31/13	13U1PIP
13	Challenging Cases in Publication Planning - Focus Publication Development and Submission	1	Professional Responsibilities	03/06/13	13U1PRQ
14	Global Publication Planning: Global to Local - Managing Encore Abstracts	1	Tactical Plan Development	05/22/13	13U1TDR
15	Ethical Obligations to Publish Safety Data	1	Publication Plan Development	07/31/13	13U1PDS
16	The Sun is Shining Upon Us - The Sunshine Act and Medical Publications	1.5	Professional Responsibilities	08/14/13	13U1SPRT
17	Why Publication Professionals DO Need to Know About SPIRIT Guidelines for Protocols	1	Professional Responsibilities	08/20/13	13U1PRU
18	What's New in Peer Review - An Update from the 7th International Congress on Peer Review and Biomedical Publication	1	Professional Responsibilities	09/18/13	13U1PRV
19	Enhanced Data Sharing - Patient Communications and Clinical Trials - What the Publication Professional Needs to Know	1	Publication Plan Development	10/29/13	13U1PDW
20	Publication Steering Committees - What Publication Professionals Should Consider	1	Professional Responsibilities	11/20/13	13U1PRX
21	Challenging Cases in Publication Planning - Focus on Digital Innovations in Medical Communications	1	Tactical Plan Development	12/11/13	13U1TDY
22	Plagiarism - What the Publication Professional Needs to Know	1	Professional Responsibilities	01/29/14	14U1PRA
23	Copyright Challenges in the Digital Age	1	Professional Responsibilities	02/26/14	14U1PRB
24	New opportunities for publishing negative study results in the scientific literature	1	Publication Plan Implementation	04/30/14	14U1PIC
25	The CHEERS (Consolidated Health Economic Evaluation Reporting Standards) Statement	1	Publication Plan Implementation	05/29/14	14U1PID
26	GPS Survey - Presentation of Results	1	Professional Responsibilities	06/11/14	14U1PRE
27	Budgeting Best Practices - Industry and Agency Perspectives	1	Publication Plan Implementation	07/23/14	14U1PIF
28	Open Peer Review and Independent Peer Review - Reducing Bias and Publication Delays	1	Tactical Plan Development	10/22/14	14U1TDG
29	A practical approach to encore abstract submissions in the Asia-Pacific region	1	Publication Plan Implementation	10/29/14	14APIU1PIA
30	Case Studies in Social Media & Publication Planning	1	Professional Responsibilities	12/10/14	14U1PRH
31	MPIP Introduces "Five-Step Authorship Framework"	1	Publication Plan Implementation	02/25/15	15U1PIA



# Entering Documentation for Activities

- Enter any document(s) that verify your participation in the activity
- **IMPORTANT:** All documentation must be combined into a single (1) reference document per activity!

The screenshot displays a web interface for entering documentation. It features two activity records, each with a list of fields on the left and corresponding values on the right. Below each record is a 'DOWNLOAD' button for the certificate. An orange arrow points to the 'UPLOAD CERTIFICATE' button located between the two records.

Activity 1	Activity 2
Date Range	1/8/2020 - 1/8/2020
Event / Session	Reviewing 2020 Form C CMPP exam
Hours	4
Category	Implement Publication Plan
Added By	Self
Location	
Instructor	
Expiration	
Certificate	
Description	

Buttons: [EDIT] [DOWNLOAD] [EDIT] [UPLOAD CERTIFICATE] [UPLOAD CERTIFICATE]



# Materials Required for Activity Documentation

- If you plan to recertify via credit, every activity in your Credit Tracker must be accompanied by a document attesting to your participation in the activity
  - Your documentation should be entered into your Credit Tracker using the “Upload Certificate” field
- Activities and documentation should be entered by January 31 for all credits earned the previous year
- If you are selected for a recertification application audit, failure to produce all documentation will result in suspension or revocation of your certification



## CMPP Documentation Requirements for Earned CE Credits Quick Guide

For CMPP certification, you must recertify by acquiring CE credits, documentation for requirement. Every activity must be accompanied by an appropriate reference document, which should be entered into your RMP's CE Credit Tracker by clicking "Upload Certificate". Documentation accompanying documentation should be uploaded into your CE Credit Tracker by January 31 for all credits earned the previous 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.

### Materials Required for Documentation

Activity type	Examples	Documentation
Educational Webinars	ISMP® CE	Screens capture print screen of the title slide, which will capture the date on your screen and/or capture your name as it is displayed on the upper left in the Participant box.
ISMP®-sponsored Meetings	Annual Meeting ED Meeting AP Meeting Event Meeting	Register/attendance receipt with proof of payment and the highlighted topics for the meeting, if applicable. Also, a screenshot of the slide with the course index, if relevant.
Other Professional Meetings (including Seminars, Workshops, Courses, Meeting Sessions)	CE CE/PA CE ANWA MAFS	At least one of the following: <ul style="list-style-type: none"><li>• Certificate or other acceptable verification of attendance</li><li>• Program or course description for the meeting (including webinars)</li><li>• Register/attendance receipt with the names of the participants included</li><li>• Transcript, grade report, or verification form that indicates a passing grade in the course (if relevant)</li><li>• Screenshot of the slide with date and individual (webinars)</li><li>• Any other materials that explain the subject matter covered in the presentation of the program (CE or course provider)</li></ul>





# What Else Can My Credit Tracker Do?

- **Export PDF** – Download a PDF of your credits
- **Replace** – Replace your entry
- **Download** – Download your documentation
- **Edit** – Edit your entry
- **Sort** – By latest or oldest
- **Apply Filters** – Sort by date range or domains (categories)

Continuing Education Tracking

Hours total: 67.5  
Event / Session total: 62

**SORT** **ADD CREDIT** **EXPORT PDF**

**Filter Credits**

**APPLY FILTERS** **RESET FILTERS**

Date Range: 5/27/2020 - 5/27/2020  
Event / Session: Data Privacy Protection  
Hours: 1  
Category: Foster Ethical and Compliant Behavior in Publications  
Added By: Self

Date Range: Choose a start date To: Choose an end date To:

**DOWNLOAD** **REPLACE** **EDIT**

Description: ISM/PPU

**Category**

- ☐ (None)
- ☐ Develop Publication Plan
- ☐ Foster Ethical and Compliant Beh
- ☐ Implement Publication Plan
- ☐ Monitor Evolving Trends Related to
- ☐ Professional Responsibilities
- ☐ Professional Responsibilities 2014
- ☐ Publication Plan Development

Date Range: 5/20/2020 - 5/20/2020  
Event / Session: Bile-sized Content  
Hours: 1  
Category: Monitor Evolving Trends Related to Medical Publications  
Added By: Self

**Date Range**  
**Event / Session**  
**Hours**  
**Category**  
**Added By**  
**Location**  
**Instructor**  
**Expiration**

# What If My Activity Is Not on the List of Approved CMPP Activities?



If you participate in activities that are not on the list of Approved CMPP Activities, you may request credit approval



Developing a publication

Credit granted for actual preparation time only, subject to maximum limits.



Creating presentations

Credit granted for actual presentation and preparation time only, subject to maximum limits.




Developing new learning programs

Credit granted for a portion of actual development and preparation time only, subject to maximum limits.



# Request for Credit Approval




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## Recertification

If you certified or recertified between 2012 - 2016, the CMPP™ certification is valid for five years (until your next recertification), after which, certificants must apply to recertify.

Starting in 2017, candidates who earn their CMPP™ certification will be valid for three years, after which, certificants must apply to recertify.

Recertification can be accomplished in one of two ways:

- Retake the CMPP™ examination
- Earn 50 recertification credits over the 5-year certification period or 30 certification credits over the 3-year certification period
- Were you certified in 2012? If yes, then 2017 is your year to recertify!

\*If you missed or would like to hear the December 2016 ISMP U regarding the CMPP™ update, click below!

**ISMP CMPP™ Update: New Exam Blueprint and Recertification Policy for 2017**

[Presentation Slides](#)

[Audio and Slide Presentation](#)

**Resources**

[ISMP Recertification Policy](#)

[ISMP Recertification Handbook](#)

[Approved CMPP™ Activities](#)

[Recertification Application](#)


[Why Recertify?](#)

[CMPP Recertification Credit Tracker Application](#)

[CMPP Credit Tracker Instruction Guide](#)

[Request for Credit Approval Form](#)

[CMPP Poster Presentation \(April 2012\)](#)



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Click

## Personal Information

Please complete all relevant fields for the type of course/activity for which you are requesting credit. Refer to the Recertification Handbook for details concerning documentation required for specific types of activities. You may be contacted if additional information is needed to evaluate your activity for credit approval.

Date\*

Name\*

Danah

MI

Samon

Email\*

dsutton@ismpp.org

Please select all that apply\*

- ☐ I presented this course/poster/activity
- ☐ I published this paper
- ☐ I developed a new learning program
- ☐ I attended this course/activity

Course/Program Sponsor (eg CBI, TIPS, etc)\*

Course Name\*

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### Announcements



#### New Articles:

→ [Subscribe to Our 1st InformED Podcast on Measuring Publication Value](#)


→ [Patient Authorship: Three Key Questions \(& Answers\) for Medical Communication Professionals - Part A and Part B](#)

→ [Virtual Meetings: Virtually All You Need to Know!](#)

→ [Member Research at 2020 ISMP Meeting and More!](#)




# How to Access the Recertification Application



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**Poll**

What is your #1 operational



Professionalism

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## CMPP Recertification Application



Select Language

**ISMP Certified Medical Publication Professional (CMPP)™  
RECERTIFICATION FORM**

Please be sure all of your credits are added to the Credit Tracker before you submit your application. This form will allow you to complete, sign and submit your CMPP Recertification Application, as well as Candidate Agreement and Release Form, to ISMP with your application fee. The application will not be processed until it is complete, including payment, however this system will allow you to leave the application and return as needed until you are ready to submit.

Please refer to the CMPP Recertification Handbook for detailed deadline and fee information.

**PLEASE NOTE, ANY INCOMPLETE REQUIRED FIELDS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

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New Articles:

- [Subscribe to Our 1st InformED Podcast on Measuring Publication Value](#)

→ Patient Authorship: Three Key



# Recertification Application

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- You must submit a Recertification Application no later than September 30 of the year in which your certification expires
- To recertify via exam, a fee of \$375 (member) or \$570 (non-member) must be submitted along with the Recertification Application\*
- To recertify via CE credit, fees are \$150 (member) and \$345 (nonmember)\*
- On the Recertification Application, certificants must indicate whether they intend to recertify via exam or earned CE credits

\*Separate fees apply to those living in the Asia-Pacific region.



# Remaining Credits upon Submission of Recertification Application

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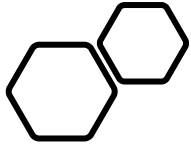
- No more than 5 (in the 5-year cycle) or 3 (in the 3-year cycle) CE credits may remain to be completed upon submission of the Recertification Application (no later than September 30 of the year your certification expires)
- If the CE credit requirement has not been met by the September 30 deadline, a written, detailed plan must be submitted explaining how the remaining credits will be completed by December 31
- You will have until January 31 of the following year to submit an amended Recertification Application detailing completion of the CE credit activities, with required documentation
- If any of the remaining CE credit activities are deemed ineligible for credit, you must complete all remaining credits no later than April 30 of the same year.



# Carryover of Excess Credits

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- Certificants who earn more than the required number of CE credits during the current recertification cycle may carry over up to 5 of the excess credits for the 5-year certification cycle or up to 3 of the excess credits for a 3-year cycle earned during the final year to the next recertification cycle
- In this case, you will begin the next recertification cycle with 5 or 3 earned credits and must maintain all applicable documentation related to these activities



# Recertification Audits



**Each year, ~10% of CMPPs will be randomly selected for audit**

Mandatory; must comply with all audit instructions and requirements

Notification of selection will be sent during review of Recertification Applications

Must submit copies or have entered into your Credit Tracker the applicable documentation supporting all reported recertification activities for the current or most recent certification cycle



**Failure to satisfy or comply with audit requirements will result in certification suspension or revocation, consistent with the terms of the Recertification Policy**





# Resources on the ISMPP Website

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## Certification Resources

([www.ismpp.org/certification](http://www.ismpp.org/certification))

- [CMPP Candidate Handbook](#)
- [Code of Conduct](#)
- [CMPP Exam Application](#)
- [CMPP Study Resources](#)
- [CMPP Exam Details](#)
- [Digital Badges](#)

## Recertification Resources

([www.ismpp.org/recertification](http://www.ismpp.org/recertification))

- [ISMPP Recertification Policy](#)
- [ISMPP Recertification Handbook](#)
- [List of Approved CMPP™ Activities](#)
- [CMPP Credit Tracker Instruction Guide](#)
- [CMPP Documentation Requirements Quick Guide](#)
- [Recertification Application](#)
- [Request for Credit Approval Form](#)



# Certification and Recertification Questions

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- Questions regarding certification or recertification should be directed to the ISMPP Certification Office, which may be reached at [cmpp@ismpp.org](mailto:cmpp@ismpp.org)
- An ISMPP Certification Program representative will provide a response





# Thank you for attending!

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# ISMPP University

## Discovering the Value and Path to the CMPP™ Credential and Illuminating the Recertification Process

July 21, 2021



Webinar will begin  
promptly at:  
11 AM ET / 4 PM GMT