



Certified Pharmaceutical Industry Professional™

Eligibility Application Handbook

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Quick Start Guide

The CPIP™ eligibility application is your proof you meet the education and experience requirements of the CPIP™ competency standard. Follow this 3 step process:

1. Request an official, degree awarded, transcript from your university/college. The transcript must be sent directly from the learning institution to ISPE.
2. Fill-out the CPIP™ eligibility application form (CPIP-EA-1), with your application fee payment information, provide employment verification documentation, and mail/post to ISPE.
3. Receive notice of eligibility acceptance from the ISPE-PCC.

All forms can be downloaded from the ISPE-PCC Web site <http://www.ispe-pcc.org/downloads.cfm>.

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I. Introduction

A. CPIP™ Functional Description and Purpose

Purpose

The Certified Pharmaceutical Industry Professional (CPIP™) credential will serve biotechnology and pharmaceutical industry professionals by establishing an international professional competency standard.

The credentialed individual will be able to demonstrate to employers, clients and other stakeholders that they have specific pharmaceutical industry drug product development and manufacturing knowledge, skills and abilities and that their technical knowledge has been assessed by written examination. The certification will assure that the individual has demonstrated knowledge of current industry practices as established by recognized experts.

The ultimate purpose of the CPIP™ credential is to certify and recognize the added value these individuals provide to the pharmaceutical and biotechnology industries.

Functional Description

The CPIP™ has broad pharmaceutical industry knowledge and experience, with proven hands-on skills required to operate in the pharmaceutical industry and is committed to continuous professional development and the acquisition and maintenance of professional knowledge and skills.

The requirements for the credential were developed through an extensive Job Task Analysis Study. The PCC and its representatives validated seven technical competency areas which formed the core knowledge and skill requirements for a pharmaceutical industry professional, and it is from these that the content of the CPIP examination was developed. The technical knowledge competency includes the following knowledge areas:

1. Product Development
2. Facilities and Equipment
3. Information Systems
4. Supply Chain Management
5. Production Systems
6. Regulatory Compliance (includes drugs, environmental, health and safety)
7. Quality Systems

B. About the ISPE-PCC

The ISPE Professional Certification Commission (ISPE-PCC), a certification governing body within the ISPE governance structure, is established to create credentialing programs that benefit the credential holder and their employers as well as government, academia and the public health product consumer.

The ISPE-PCC is dedicated to enhancing the image and promoting the skills of pharmaceutical and biotechnology drug manufacturing industry product/process/facility development and manufacturing professionals and raising the bar on product quality and manufacturing efficiency by being the premier provider of credentials for this industry. The ISPE-PCC accomplishes this mission by: establishing criteria for the critical skills, expertise, experience, and knowledge needed for working in this highly regulated industry; creating fair, valid, and reliable assessments through which professionals can demonstrate the programs requirements; and communicating the value of the credential(s) to consumers and other key industry constituencies.

The ISPE-PCC has been granted and will maintain autonomy and administrative independence, from the ISPE International Board of Directors, pertaining to credentialing decisions. At a minimum, all decisions related to eligibility, standards, assessments, certification, recertification, and appeals are the responsibility of the ISPE-PCC to develop and administer.

The ISPE-PCC consists of a minimum of 12 Commissioners representing the biotechnology and pharmaceutical drug product development and manufacturing industry, government regulatory organizations, academia, practitioners from professional service provider organizations, and the general public. The Commissioners are from: Pan Asia, Europe, and North and South America.

C. ISPE-PCC Code of Ethics and Standards of Professional Conduct

The following are the code of ethics and standards of professional conduct standards to be maintained, supported, and defended by those individuals who are candidates for or holders of credentials as conferred by the ISPE Professional

Certification Commission (ISPE-PCC). The purpose of this code and standards is to promote professional good conduct and industry best practice.

Periodically the ISPE-PCC may make amendments to this code and standards. Certificants and candidates are obliged to familiarize themselves with and adopt the amendments as they are published.

Preamble

The pharmaceutical industry and the products it produces have a vital and direct impact on the quality of life for all people in the world. High ethical standards are critical to maintaining the consumer's trust.

Accordingly, pharmaceutical industry professionals involved in the development, manufacturing, and distribution of these products must exhibit the highest standards of honesty, integrity and competency and sustain the prestige, honor and reputation of the pharmaceutical profession as demonstrated in accordance with standards of professional behavior. All ISPE-PCC credential holders must abide by the ISPE-PCC Code of Ethics and Standards of Professional Conduct and are encouraged to inform their employer of these responsibilities. Violations may result in disciplinary actions by the ISPE-PCC. These actions can include revocation of a credential, denial of candidacy for ISPE-PCC conferred credentials, and the right to use credential designations.

The Code of Ethics

The Code of Ethics is a set of principles that defines the professional conduct ISPE-PCC expects from its certificants and candidates. The Code of Ethics works together with the Standards of Professional Conduct which provides guidance for certificants and candidates regarding ethical and fair professional practices. The Certificants and candidates shall:

1. Hold paramount the health, welfare and safety of the public, customers, colleagues and employers and protect the environment and property in the performance of the certificants professional duties.
2. Act with objectivity, competence, and in an ethical manner with colleagues in the pharmaceutical and related industries, the public, employers, clients and prospective clients worldwide.
3. Maintain all relationships with the highest standards of integrity and honesty.
4. Take reasonable steps to ensure the privacy and safekeeping of confidential and proprietary information concerning the business affairs and technical processes of any former or present employer or client or public body for which they serve.
5. Refrain from receiving or offering gratuities or inducements that may compromise professional standards or independent judgment.

Standards of Professional Conduct

1. Comply with applicable regulations, laws and industry codes and standards governing professional practice in the country/state/province where the certificants practice their profession.
2. Maintain and assure responsibility and accountability for personal competence and adequate knowledge based upon the professional standards of his/her respective field.
3. Undertake work assignments only when qualified by experience, education and training in the specific science and technology areas involved and obtain appropriate advice from professionals in those areas where own range of ability is exceeded.
4. Apply high standards of skill, knowledge and care.
5. Respect the capabilities of other professionally qualified individuals and strives for effective results through consultation and collaboration.
6. Provide accurate and honest information pertaining to all aspects of the credentialing program, including but not limited to; eligibility applications, assessment applications and related materials, assessments content, continuing certification requirements and recertification applications.
7. Avoid conflicts of interest or an appearance of impropriety.
8. Accept and maintain responsibility to make fair and full disclosure of known or potential conflicts of interest that may compromise legitimate interests of clients, prospective clients, employers, or the quality of services being provided.
9. Respect the intellectual property developed or owned by others.
10. Refrain from engaging in professional misconduct.
11. Use reasonable care and judgment, maintain objectivity, and render the highest quality services possible.
12. Avoid misleading advertising regarding the unauthorized use of ISPE-PCC owned logos, certification seals, and other distinguishing graphics or marks representing the credentials or credentialing programs. The CPIP™ certificate, seal, and CPIP™ acronym are owned by the ISPE-PCC. The CPIP™ certificate/seal must be rendered to the ISPE-PCC upon request from the ISPE-PCC. Use of the CPIP™ acronym will cease as directed by the ISPE-PCC.
13. Make claims regarding the CPIP™ certification scheme only with respect to the scope for which certification has been granted. Do not use the certification in such a manner as to bring the ISPE-PCC into dispute, and refrain from making any statement regarding the certification which the ISPE-PCC may consider misleading or unauthorized.

14. The ISPE-PCC may investigate and/or sanction certificants or candidates for professional misconduct or failure to adhere to the ISPE-PCC Code of Ethics or Standard of Professional Conduct.
15. Discontinue the use of all claims to certification that contains any reference to the ISPE-PCC or certification upon the certification being suspended or revoked.

D. Violations of the Code and/or Standards

The ISPE-PCC may investigate and/or sanction certificants or candidates for professional misconduct or failure to adhere to the ISPE-PCC Code of Ethics or Standards of Professional Conduct. Sanctions may include revocation of a credential, denial of candidacy for ISPE-PCC conferred credentials, and/or the right to use credential designations.

CPIP™ certified professionals are expected to conduct themselves in an ethical manner. The ISPE-PCC recognizes its responsibility to maintain the integrity of the certification program. For the sake of protecting the integrity of the credential, the ISPE-PCC accepts that action may need to be taken against a certificant upon receipt, investigation, and finding a violation(s) of ethics and/or the Standards of Professional Conduct “Standards”.

This procedure describes the steps to be taken for filing complaints. By publishing this procedure, the ISPE-PCC does not expect, invite, solicit or encourage complaints. The use of these procedures is for the sole purpose of protecting the reputation of the certification program, the profession, and assuring a fair investigation of complaints. All complaints, therefore, must stipulate an alleged violation of the published ethics and/or Standards.

Complaint:

1. Complaints will be accepted only from those who claim to be harmed by the alleged behavior.
2. All complaints must be in writing and signed by the complainant(s) and only information submitted in writing and signed will be considered.
3. Complaints and supporting evidence must show a violation of the ethics and/or Standards.
4. At a minimum, the complaint should specify the respondent, the alleged inappropriate behavior referencing the specific section of the ethics and/or Standards allegedly violated the standing of the complainant and any corroborating evidence.

II. Frequently Asked Questions (FAQ's)

Q1. What is the purpose of the CPIP™ certification?

- Establish global standards of competency for pharmaceutical and biotechnology industry professionals
- Assess the competencies (knowledge and skills) demonstrated by pharmaceutical industry professionals
- Elevate and encourage growth and innovation in the pharmaceutical and biotechnology industry
- Formally recognize individuals who meet the requirements established by ISPE-PCC
- Serve the public and pharmaceutical industry employers by improving the competence, quality of work product, and effectiveness of pharmaceutical professionals
- Provides a roadmap to continuous professional development and acquisition of knowledge and skills.

Q2. What are the benefits of the CPIP™ certification?

For professionals:

- Leverage when seeking career advancement
- Enhanced credibility
- Peer respect and industry-wide recognition
- Professional development pathway
- New job opportunities and personal satisfaction

For employers:

- Global industry professional practice standards
- Pathway towards innovation
- Enhanced communication among product/project team members
- Competitive advantage
- Staff recruitment differentiator/indicator

Q3. Is the CPIP™ credential available only to ISPE members?

No, anyone, anywhere in the world can apply.

Q4. Is there a charge for the Eligibility Application Handbook?

No, there is no charge for the Handbook.

Q5. Do I have to take an examination?

Yes, once deemed eligible by the ISPE-PCC, successfully passing the CPIP examination is required to become certified. Eligible candidates may apply to take the examination at any time after the date of eligibility. When the examination application is submitted and approved, the Candidate receives an Authorization to Test (ATT) requiring them to schedule and complete the examination within a six month period.

Q6. If the exam is not passed, what is the re-test procedure?

Candidates who fail the CPIP certification examination may retake the examination two additional times but must wait a period of three months before the first re-take. If they fail a second time, they must wait six months before retaking the exam a second time.

Candidates must pay appropriate exam fees only, and must continue to meet the eligibility criteria. Candidates who do not pass the examination after three attempts, must wait a period of one year before testing again, and must apply as a new candidate, pay all required fees, and meet the current eligibility requirements.

Q7. What type of eligibility application documentation is needed?

Refer to Section III – B of this Handbook.

Q8. How do I become a CPIP™?

- Pay the eligibility application fee, submit the CPIP™ eligibility application, submit employment verification documentation, submit university/college transcript, and receive notice of eligibility acceptance from the ISPE-PCC
- After eligibility notice from the ISPE-PCC, register for, pay for, take, and pass the CPIP™ examination

Q9. Do I need to have a degree even if I have many years of pharmaceutical industry experience?

Yes, the minimum education accepted is a bachelor's degree from a STEM or non-STEM curriculum as identified in Section III of this Handbook.

Q10. What happens if my degree is not from a learning institution in the United States?

Degrees earned inside and outside the United States must adhere to the criteria in Section III of this Handbook.

Q11. How much does it cost for the CPIP™ certification?

Fees for ISPE members are:*

Eligibility Application: US \$175.00, E135.00
Examination: US \$350.00, E269.00
Recertification (3 yrs): US \$225.00, E180.00

Fees for NON-ISPE members are:*

Eligibility Application: US \$275.00, E212.00
Examination: US \$460.00, E354.00
Recertification (3 yrs): US \$225.00, E180.00

All fees are nonrefundable and subject to change at any time without notice.

Q12. Do I need references?

No, Letters of reference are no longer required for the CPIP application.

Q13. Can I e-mail or fax my application?

No, all documents and your university/college transcripts must be official originals submitted via mail/post.

Q14. Can I take a computer-based examination outside the United States and Canada?

Yes, the CPIP™ computer-based examination will be offered in major cities around the world at Computer-based testing centers. Examinations can be taken throughout the year. Please visit www.ispe-pcc.org for the latest information.

Q15. Will the examination be given in languages other than English?

At this time, the CPIP™ examination will be given only in British English language.

Q16. Is the examination “open book”?

No, it is closed book other than requested and approved translation dictionaries. Refer to “Other Candidate Services”, item “d”, in this Handbook.

Q17. If I am deemed ineligible, is there an appeals process?

Yes, see Section VII – A in this Handbook.

Q18. Are there requirements for me to maintain my CPIP™ credential?

Yes, see Section V – A in this Handbook.

III. Eligibility Requirements

A. General

The ISPE-PCC performed an international practice analysis to validate a contemporary description of a pharmaceutical industry professional that was consistent with the mission of the ISPE-PCC and its goal of developing the CPIP™ credential to positively impact the profession and industry. The data collected, after psychometric analysis, and under continued oversight and periodic adjustment by the ISPE-PCC allowed the ISPE-PCC to establish the current CPIP™ eligibility criteria as follows.

CPIP™ Eligibility Criteria:

- Anyone, anywhere in the world may apply (ISPE members and non-members)
- Two eligibility requirements must be met; Education and Experience
- Abide by the ISPE-PCC Code of Ethics and Standards of Professional Conduct

Education Requirements:

- A bachelor's or higher (or globally equivalent university degree) from an educational institution accredited by a generally-recognized accrediting body (e.g., ABET, SACS, UK Science and Engineering Research Council)
- A candidate who has earned one or more advanced degrees (such as a Master's or Doctoral Degree) will receive credit for one year of experience (see Experience Requirements below)

Experience Requirements:

- Three (3) years of documented drug product development/ manufacturing pharmaceutical/biotechnology industry-related experience.

OR

- Five (5) years of documented product development/manufacturing experience in an industry other than the pharmaceutical or biotechnology industries.

Candidates must present documentation to substantiate that they meet the minimum industry experience requirements as indicated above. The required documentation consists of (a) letter(s) from your employer(s) covering the period of time for which employment credit is claimed. The letter should indicate the time frame of employment, the title of the position(s) held and a brief description of the duties in which you were engaged. It is only required to substantiate, at least, the minimum required 3 or 5 year time-frames described above; you do not need to substantiate your entire career.

Independent Contractors/ Consultants should obtain letters from key Clients to substantiate the required work experience.

B. Eligibility Application Documentation

1. Education: Official learning institution transcript (no photo copies will be accepted), sent to ISPE from the learning institution, for each degree submitted.
2. Professional Experience Verification Letter: (a) letter(s) from your employer(s) covering the period of time for which employment credit is claimed. The letter should indicate the time frame of employment, the title of the position(s) held and a brief description of the duties in which you were engaged. The letter should be on letterhead and signed by your supervisor, HR department or a company senior management official. If an independent contractor, obtain similar letters from clients.
3. Sign and acknowledge the CPIP™ application and Code of Ethics and Standards of Professional Conduct.

After being determined eligible by the ISPE-PCC, the candidate may apply and register for the CPIP™ examination, which is offered throughout the year at Computer-based testing centers in major cities around the world. The examination will cover the 7 knowledge elements associated with Competency #1 – Technical Knowledge. The CPIP™ credential will be awarded upon successfully passing the examination.

IV. Examination Information

A. Examination Basis and Content Outline

The results of the CPIP™ international practice analysis and validation survey strongly supported a focus on technical knowledge demonstrated in the context of both technical and non-technical situations. The ISPE-PCC reviewed all of the quantitative and qualitative results of the validation survey and established a set of examination specifications. As shown in the following Tables, the final specifications (% of examination questions) for a written knowledge-based examination give greatest weight to two knowledge elements – Facilities and Equipment (20%) and Production Systems (21%); somewhat less weight to three knowledge elements – Quality Systems (16%), Product Development (14%), and Regulatory Compliance (13%); and least weight to two knowledge elements – Information Systems (8%) and Supply Chain Management (8%).

Accordingly, all written knowledge-based examinations developed in connection with the CPIP™ certification program will be identical with regard to the testing emphasis associated with each knowledge element, and will draw upon the entire knowledge base.

B. Examination Structure

The CPIP™ examination is a computer-based exam containing 150 multiple choice questions in British English language covering the seven knowledge elements of Competency #1 – Technical Knowledge.

Examination Specifications for Technical Knowledge

<u>Technical Knowledge Elements</u>	<u>% of Exam</u>
1. Product Development	14%
2. Facilities and Equipment	20%
3. Information Systems	8%
4. Supply Chain Management	8%
5. Production Systems	21%
6. Regulatory Compliance (includes drugs, environmental, health and safety)	13%
7. Quality Systems	16%

Competency 1 - Technical Knowledge	
Knowledge Elements	% of Exam
Knowledge Element 1 - Product Development	14%
Formulation, Clinical Phases, and Manufacture	
1. Knowledge of functions and pathways involved in product development	
2. Knowledge of the purpose and conduct of clinical trials Phases I, II, and III	
3. Knowledge of the impact of decisions (for example, dosage forms, batch size, production method, outsourcing)	

<p>during drug development on product lifecycle viability and success</p> <ol style="list-style-type: none"> 4. Knowledge of the production process and the role of interactions of ingredients/materials employed in pharmaceutical development and manufacturing 5. Knowledge of the impact of the processing, storage, and transport environments on ingredients/materials and semi- and finished goods 6. Knowledge of the impact of methods of measurement and control on product and process quality and stability 7. Knowledge that the physical and chemical attributes of the product have implications in production <p>Technology Transfer</p> <ol style="list-style-type: none"> 8. Knowledge of the critical activities and success factors required for an effective and efficient technology transfer 9. Knowledge of requirements for planning, execution, and assimilation of technology and knowledge transfer <p>Production Scale-Up and Optimization</p> <ol style="list-style-type: none"> 10. Knowledge of the options to increase and/or optimize production 11. Knowledge of the critical factors (for example, rate change, mechanistic properties, equipment design) of scale-up and their impact on manufacturability 12. Knowledge of the impact of factors that can positively or negatively affect scale-up 13. Knowledge of modeling techniques for optimization of product cycle time 	
<p>Knowledge Element 2 - Facilities and Equipment</p>	20%
<p>Design and Construction/Installation</p> <ol style="list-style-type: none"> 1. Knowledge of requirements for product protection and containment 2. Knowledge of requirements for personnel and environmental safety and protection 3. Knowledge of the importance of personnel flow and materials flow and their implications for layout 4. Knowledge of the materials and methods of construction of equipment and facilities, particularly from the perspective of cleanliness, functionality, and maintainability 5. Knowledge of critical process equipment and utility systems' attributes (performance, functionality, construction, instrumentation) and their impact on personnel and product 6. Knowledge of cleaning systems including CIP/SIP 7. Knowledge of the fundamentals of good engineering practice <p>Commissioning and Qualification as a Risk Management Strategy</p> <ol style="list-style-type: none"> 8. Knowledge of factors that can impact the commissioning and qualification process 9. Knowledge of requirements for executing and documenting the commissioning and qualification 10. Knowledge of concepts, sequencing, and documentation of commissioning and qualification activities required by design intent 11. Knowledge of critical systems impact assessment and implications for the product <p>Operation and Maintenance</p> <ol style="list-style-type: none"> 12. Knowledge of equipment and facility reliability and predictability models to establish a maintenance and calibration program 13. Knowledge of equipment operability and maintenance (location and access, type, and frequency of maintenance) 14. Knowledge of linkage of product and process development to operation and maintenance of process equipment and facilities 15. Knowledge of continuous operations improvement <p>Controls and Automation</p> <ol style="list-style-type: none"> 16. Knowledge of building management systems 17. Knowledge of types of process automation and associated controls 	
<p>Knowledge Element 3 - Information Systems</p>	8%
<ol style="list-style-type: none"> 1. Knowledge of data management systems with product and financial impact (for example, manufacturing execution systems [MES], laboratory information management systems [LIMS], electronic document management systems [EDMS], and enterprise resource planning 2. Knowledge of the basic computer system life cycle model and the activities and software quality assurance practices in each phase 3. Knowledge of data integrity and security measures, such as back-up, archiving, and retention requirements 	

Knowledge Element 4 - Supply Chain Management	8%
<p>Materials Management</p> <ol style="list-style-type: none"> 1. Knowledge of the key components of the supply chain 2. Knowledge of supply chain and inventory models (for example, Kanban, JIT, APICS) 3. Knowledge of supply chain constraints that impact material and product throughput and their mitigation strategies 4. Knowledge of contributors to market projections and supply chain strategy for product <p>Operational Economics</p> <ol style="list-style-type: none"> 5. Knowledge of the controls required for purchasing, receipt, storage, and dispensing of raw materials, and packaging materials and their related impacts on costs 6. Knowledge of industrial engineering standards and application to capital investments, facility and equipment utilization, and operational efficiencies <p>Warehouse and Distribution Management</p> <ol style="list-style-type: none"> 7. Knowledge of warehouse and distribution management systems 8. Knowledge of transportation and logistics systems 9. Knowledge of environmental storage and transportation controls for hazardous and non-hazardous materials 10. Knowledge of distribution chain security and product disposition controls 	
Knowledge Element 5 - Production Systems	21%
<p>Production Unit Operations - Drug (small molecule) and Biologics</p> <ol style="list-style-type: none"> 1. Knowledge of manufacture of active pharmaceutical ingredients, components, and excipients 2. Knowledge of unit operations 3. Knowledge of labeling and packaging operations 4. Knowledge of critical process equipment and utility systems' attributes (performance, functionality, construction, instrumentation) and their impact on personnel and product 5. Knowledge of the controls required for receipt, storage, and dispensing of raw materials, and packaging materials 6. Knowledge of industrial engineering standards, facility and equipment utilization, and operational efficiencies <p>Production Management</p> <ol style="list-style-type: none"> 7. Knowledge of production management 8. Knowledge of storage requirements, production logistics, and RFID 9. Knowledge of environmental conditions, security, and status requirements <p>Production Control</p> <ol style="list-style-type: none"> 10. Knowledge of batch records 11. Knowledge of contamination controls (for example, cleaning, segregation, HVAC) and changeover 12. Knowledge of critical factors that impact quality and how to control 13. Knowledge of methods and tools for data manipulation and analysis 14. Knowledge of critical quality attributes and process controls 	
Knowledge Element 6 - Regulatory Compliance (includes drugs, environmental, health and safety)	13%
<p>Government Regulations</p> <ol style="list-style-type: none"> 1. Knowledge of the role of regulatory bodies worldwide and their structure and operations 2. Knowledge of the role of legislation, regulations, guidance, and MRAs worldwide (for example, types of regulatory filings, GMPs) 3. Knowledge of the use of global compendia 4. Knowledge of the common base in requirements of regulating bodies around the world and awareness that differences exist <p>Standards, Practices, and Guides</p> <ol style="list-style-type: none"> 5. Knowledge of the role of industry-generated guidance relating to international harmonization (ICH guidance documents; ISPE Baseline® Guides, GAMP®, and Good Practice Guides; and the PDA technical reports) 6. Knowledge of the role of common environment, health, and safety standards 7. Knowledge of the role of consensus standards (ISO, ANSI, ASTM) 	

Knowledge Element 7 - Quality Systems	16%
Risk Management and Quality Management System (QMS)	
<ol style="list-style-type: none"> 1. Knowledge of purpose, elements and implementation of a QMS 2. Knowledge of risk management strategies 3. Knowledge of purpose, elements and implementation of change control programs 4. Knowledge of purpose, elements and implementation of CAPA programs 5. Knowledge of the elements of an internal assessment program 	
Systems Validation (changed from Validated Controls)	
<ol style="list-style-type: none"> 6. Knowledge of purpose, elements and implementation of product, process, facility, equipment, computer system, analytical method, and contamination control programs 7. Knowledge of impact of emerging process development and control strategies on traditional validation practices 	
Total	100%

C. Examination Administration

1. Registration and Scheduling

Registration

CPIP™ candidates deemed eligible by the ISPE-PCC may apply for the CPIP examination by obtaining a CPIP™ exam application form (CPIP-TA-1) from the ISPE-PCC Web site, www.ispe-pcc.org. Once the candidate has submitted the application and paid the appropriate examination fee, the ISPE-PCC will send a confirmation letter containing the candidate's authorization to test (ATT) number, candidate identification requirements and instructions for contacting the Examination administration organization to schedule a date and time to take the examination. **This “Authorization to Test” is valid for six (6) months, requiring the candidate to schedule and take the examination during the six month period.**

Failing the Examination:

Candidates who fail the CPIP™ certification examination may retake the examination two additional times but must wait a period of three months before the first re-take. If they fail a second time, they must wait six months before retaking the exam a second time.

Candidates must pay appropriate exam fees only, and must continue to meet the eligibility criteria. Candidates who do not pass the examination after three attempts, must wait a period of one year before testing again, and must apply as a new candidate, pay all required fees, and meet the current eligibility requirements.

The examination will be administered by Prometric through their Professional Testing Channel (PTC) global testing center network. The location of the PTC test centers can be found at www.prometric.com/ispe.

Process:

a. Web site - www.prometric.com/ISPE

CPIP™ eligible Candidates may schedule via the Prometric Internet registration and scheduling system, where available. Candidates are urged to use Internet registration and scheduling to the maximum extent possible.

b. Candidate Services Contact Center (CSCC) or Regional Registration Center (RRC)

In the United States and Canada, Prometric will provide registration and scheduling services via telephone at +1-800-346-4181. The hours during which telephone registration service, scheduling and any other services to Candidates from the CSCC, will be Monday through Friday 8:00 AM to 8:00 PM U.S. Eastern Time, excluding holidays observed by Prometric. TDD Candidate registration assistance is available.

Outside the United States and Canada, Prometric will provide registration and scheduling Services via telephone through its regional contact centers (RRCs). The RRCs will be available during the normal business week for the region in which the RRC is located (Monday through Friday or Sunday through Thursday), from 8:00 AM to 5:00 PM local time, excluding holidays observed by Prometric.

Prometric contact centers are located in the following regions:

Contact Center Name	Contact Center	RRC Organization and Location
Australia	AUS	Prometric Tel: 612-96405899
Europe	EUR	Prometric, Attn: PTC Registrations Europe P.O. BOX 2024, 8203 AA Lelystad, The Netherlands Tel: 31-320-239-540, Fax: 31-320-239-541, E-mail: euregs@prometric.com
Africa	AFR	Prometric, Attn: PTC Registrations Africa P.O. BOX 2024, 8203 AA Lelystad, The Netherlands Tel: 31-320-239-593, Fax: 31-320-239-886, E-mail: zaregs@prometric.com
Latin America and Caribbean	LAM	Prometric 3110 Lord Baltimore Dr., Suite 200, Baltimore, Maryland 21244 USA Tel: +1-443-923-8160, Fax: +1-443-923-8569
China**	CHN	NEEA/Prometric P.O. Box 8717, Beijing 100080, People's Republic of China Tel: 86-10-8261-9995, Fax: 86-10-6251-5002, E-mail: rrc.ptc@prometric.net.cn
Japan	JPN	R-Prometric K.K. Kayabacho Tower 15F, 1-21-2 Shinkawa, Chuo-Ku, Tokyo 104-0033, Japan Tel: 03-5541-4800, Fax: 03-5541-4810, www.prometric-jp.com
Korea	KOR	Korean-American Educational Commission (KAEC)/Prometric M.P.O. Box 112, Seoul 121-600, Republic of Korea Tel: 82-2-3211-1233, Fax: 82-2-3275-4029, E-mail: CBTkorea@fulbright.or.kr www.cbtkorea.or.kr, www.fulbright.or.kr
Middle East/ North Africa	MID	Prometric, Attn: PTC Registrations Middle East P.O. Box 2024, 8203 AA Lelystad, The Netherlands Tel: 31-320-239-530, Fax: 31-320-239-531, E-mail: meregs@prometric.com
Southeast Asia	SEA	Prometric P.O. Box 12964, 50794 Kuala Lumpur, Malaysia Tel: 60-3-7628-3333, Fax: 60-3-7628-3366, E-mail: searrc@prometric.com
India	IND	Prometric 160-A, Senior Plaza, 3rd Fl, Gautam Nagar, Yusuf Sarai; Behind Indian Oil Bldg, New Delhi 110049 India Tel: 91-11-26511649/26531442, Fax: 91-11-26529741/26523266, www.prometricindia.com

Prometric will schedule each candidate into a PTC for his/her appointment. Within the United States and Canada, Prometric will make commercially reasonable efforts to provide each candidate an examination seat within fifty (50) miles and thirty (30) days of his/her requested date and location.

Outside the United States and Canada, Prometric will make reasonable efforts to provide each candidate an examination seat within one hundred (100) miles and thirty (30) days of his/her requested date and location. Thirty (30) days is defined as fifteen (15) days before candidate's requested appointment and fifteen (15) days after candidate's requested appointment. Candidate must provide Prometric registration staff (at CSCC or RRC) with a ATT number, examination name and preferred exam date when making an appointment. Prometric will only schedule appointments for paid exams, confirmed by the ISPE-PCC.

Information to Candidate

Prometric will supply the examination registered candidates with the exam appointment length, which will include time for a tutorial prior to the actual examination and a satisfaction survey at the conclusion of the examination, and a unique confirmation number.

The ISPE-PCC will issue a score report to each examinee completing the exam. The score report will be emailed to the CPIP™ candidate approximately two weeks after they have taken the examination.

Questions from Candidates

Prometric will answer general questions from candidates who call concerning the CPIP™ Examination Program, but Prometric will refer Program-specific questions to the ISPE-PCC. Prometric will provide Candidates with ISPE's telephone number or fax number, and/or a specified Web Site.

Other Candidate Services

Prometric will provide the following additional Candidate services:

- a. Rescheduling Candidate due to PTC schedule changes;
- b. Referring Candidate to additional sources of information: ISPE-PCCs or other specified phone number, ISPE-PCC specified fax-on-demand number, ISPE-PCC or other specified web address;
- c. CPIP™ Examinee Disability:

ISPE does not discriminate on the basis of disability against a qualified applicant. An individual with a disability is a person who has a physical impairment or a mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such an impairment. An individual eligible for testing means an applicant with a disability who, with or without reasonable modifications to the standard testing conditions, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for taking the test.

A "reasonable accommodation" means an adjustment or modification of the standard testing conditions that ameliorates the impact of the applicant's disability without doing any of the following: (1) Fundamentally altering the nature of the examination or the ISPE-PCC's ability to determine through the testing whether the applicant possesses the essential skills and aptitudes for certification that the ISPE-PCC has determined are appropriate to require for certification; (2) Imposing an undue burden on the ISPE-PCC; (3) Compromising the security of the testing; or (4) Compromising the integrity, the reliability, or the validity of the testing.

If you are an individual eligible for testing, but have a disability covered by the Americans with Disabilities Act of 1990 (ADA) (or, if you are not a United States citizen and are taking the test outside of the United States, and have a disability covered by a similar statute in the country where the exam is administered or under an applicable statute pursuant to an international treaty), and would like to request a reasonable accommodation in testing, please complete CPIP™ Candidate Examination Application Disability Request Form CPIP-TAD-1 and have an appropriate professional (educator, doctor, psychologist, psychiatrist) with current knowledge of your disability complete CPIP™ Candidate Examination Application Disability Request Form CPIP-TAD-2 to certify that your disability requires the requested test accommodation. If you are an applicant taking a test at a location outside of the United States, the ADA will not be applied extraterritorially where it conflicts with a foreign law.

Please also have this professional attach a letter, detailing the specific nature of your disability as it relates to the request and the reasons for requesting the accommodations, and sign the letter (refer to letter requirements below.) If you have existing documentation of having the same or similar accommodation provided to you in another testing situation administered within the last five (5) years, you may submit such documentation as compliance with these requirements.

Letter requirements: The letter must be written on your professional's letterhead and must have an original signature. This letter may not be dated longer than 5 years prior to this application.

Fill out and sign the Authorization to Release and Exchange Information Form CPIP-TAD-3.

These forms must be completed in their entirety in order for your request to be processed. Please submit this request within 60 business days of the date you wish to test. The required forms and associated documentation must be received by this date. Failure to provide all documentation by the deadline may result in you not being considered for the accommodations requested. This information is to be provided at applicant's expense. All accommodation forms are confidential and will not be released without the written consent of the applicant.

Please mail all materials to: ISPE
600 N. Westshore Blvd, Suite 900
Tampa, Florida 33609

Note: The ISPE-PCC does not accept applications and/or requests for accommodations by fax or e-mail.

d. Use of Translation Aids:

Candidates whose primary language is not English may use a published strict translation dictionary developed for common use according to the following: during the CPIP™ examination.

1. Give “word to word” (or in short phrase) translations.
2. Do not provide English definitions for foreign language words.
3. Do not have notations in the margins.
4. Do not have extra pages inserted into them.
5. Are not any type of electronic device.
6. Are published bound (hard or soft).

Candidates must bring their own dictionary to the testing center. Any dictionary that has definitions, any written notes, or additional text will not be allowed. Dictionaries will be inspected by the exam proctor and those violating this policy will be seized. Candidates who refuse to allow the proctor to inspect the dictionaries will not be admitted to the testing area with the dictionary and will be allowed to test without the dictionary at that time or to reschedule. Candidates will be responsible for fees associated with rescheduling the exam. Candidates who use strict translation dictionaries during the CPIP™ exam may ask permission to have additional time provided. Requests for additional time must be submitted in writing at the time the application is submitted. Candidates are required to pay for the additional time.

No Show, Late Arrival and Rescheduling

For each candidate who (1) fails to appear for a scheduled exam, (2) presents himself/herself more than fifteen (15) minutes after the scheduled start time for taking the exam and is refused admission to the exam, or (3) who changes or cancels an exam after the applicable exam Cancellation/Change Deadline set forth below, the ISPE-PCC examination fee will not be refunded or applied to a future exam application.

Candidates must reschedule an exam within the following applicable exam Cancellation/Change Deadlines to avoid reapplying for the examination and paying the examination fees a second time:

<u>Region</u>	<u>Deadline</u>
United States/Canada	2 business days prior to scheduled Test
Outside US/Canada	2 business days prior to scheduled Test

Candidates must make and confirm all cancellations/changes through direct contact with RRC, CSCC or PTC personnel or where available for the CPIP™ through the Prometric Web site or IVR system. Leaving a message on a recorder or a voice mail (except through the IVR system) is not sufficient to confirm cancellation/change. The ISPE-PCC reserves the right to charge candidates a rescheduling or cancellation fee.

Walk-in Registration

Walk-in registration is not available to candidates. Candidates must apply and register in advance for the examination through the ISPE-PCC and Prometric.

2. Examination Site Information

PTC Check-In Procedures

PTC check-in procedures will include candidate identification verification either through verification of one photo ID (valid government identity paper, valid driver’s license, or valid passport) containing a signature or verification of one signature ID. PTC staff will require all Candidates to sign a Prometric logbook. Signature in the logbook will be checked against the signature on the candidate’s ID. Candidates will be required to sign the logbook at check-in and upon completion of the exam. PTC staff will re-verify candidate signature after break periods and supervise any exam restarts. If candidate has no valid acceptable photo ID, candidate must, prior to an examination appointment, arrange with the ISPE-PCC for approval of an alternate form of ID. Candidates who do not produce a valid acceptable ID at the scheduled appointment will not be allowed to take the examination. In this event, the ISPE-PCC will be entitled to the full examination fee, and candidate will not receive a refund of the examination fee. If candidate arrives more than fifteen (15) minutes late for a scheduled appointment, the PTC staff may choose not to seat the candidate if doing so disrupts the PTC’s other scheduled appointments. If the PTC staff does not seat the candidate due to late arrival, there will be no refund of the examination fee.

D. Examination Security and Integrity

One key to a successful and respected certification program is examination security. ISPE-PCC relies on the ethical behavior of candidates and certificants to maintain the security of CPIP™ examinations. When those who hold the CPIP™ credential, or those who are pursuing the CPIP™ credential, reveal information about the content of CPIP™ examinations (other than that which is published by ISPE-PCC), they violate the agreement all candidates accept when they apply for certification and take an examination. They also violate the *ISPE-PCC Bylaws* and the *ISPE-PCC Code of Ethics and Professional Conduct*. ISPE-PCC has taken action and will continue to take action against individuals who violate this trust. Penalties may include permanently barring individuals from pursuing the CPIP™ credential and revoking the certification of those holding the CPIP™ designation, in addition to other legal remedies.

ISPE-PCC will also pursue legal action against organizations or individuals not seeking certification who reveal information about the content of CPIP™ examinations (other than that which is published by ISPE-PCC).

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V. Recertification

A. Retaining the CPIP™ Credential

The purpose of the CPIP™ Continuing Certification Requirements Program is to:

- Encourage and assure continuous professional development and acquisition of knowledge and skills.
- Assure that the individual has maintained knowledge of current industry practices and government regulations.

Each CPIP™ must satisfy the CPIP™ recertification requirements in order to maintain the CPIP™ credential. CPIPs are required to attain no less than 60 recertification points (RCPs) during the three-year credential validity period and agree to continue to adhere to the ISPE-PCC Code of Ethics and Professional Conduct.

<u>Activity</u>	<u>Max RCPs / Year</u>	<u>Max RCPs / Cycle</u>
Professional Development	8	24
Professional Practice	8	24
Instructor	6	18
Continuing Education	10	30
License/Certification	8	24
Advanced Coursework	12*	36*
Publications/Presentations/Books	12	36
SME Item Writers	6	18
Education Product Development	3	9
Mentoring	8	24

*For Recertification Activity #6, Advanced coursework, an additional 3 RCPs may be claimed in the year than an advanced degree is awarded

If the CPIP™ credential is renewed, the CPIP™ may continue to use it if the following requirements are met:

- Meet recertification requirements
- Pay the recertification fee
- Submit the recertification application
- Pay all applicable late payments or other fees
- Receive notification of recertification acceptance by the ISPE-PCC

The CPIP™ certification becomes invalid if there is a failure to pay recertification fees and/or failure to meet the recertification requirements. An invalid certification may be reinstated within established time limits by submitting a written request to the ISPE-PCC for reinstatement, paying applicable late fees, a reinstatement fee, and complying with other applicable requirements.

Once the CPIP™ is conferred, recertification requirements must be met, during the three-year credential validity period, to maintain a valid credential. The CPIP™ designation becomes invalid if there is failure to meet recertification requirements. The *CPIP™ Recertification Handbook* explains these requirements in greater detail. Visit

VI. Eligibility Application Information

A. General

Individuals who wish to pursue the CPIP™ credential must submit a complete eligibility application. Candidates for the CPIP™ apply only once, provided they follow all policies and stay within their time limits.

ISPE-PCC can act only on the information included in the application. Complete and well-written information will help ISPE-PCC evaluators to determine eligibility. All applications and support documents must be mailed.

Application forms can be viewed, downloaded, and printed from the ISPE-PCC Web site, www.ispe-pcc.org. All forms must be typed in the English language. If the forms are not legible an appropriate evaluation cannot be completed.

All information submitted by the applicant will be kept confidential by the ISPE-PCC and its operating committees. That while it is not the intent of ISPE or the ISPE-PCC to disclose the information submitted by the applicant, the applicant releases and holds harmless ISPE and the ISPE-PCC from any leak, inadvertent or otherwise.

In the event of a court ordered subpoena for discovery material, in a case where ISPE and/or the ISPE-PCC is a party, the applicant's files may be released to the courts under due process of law.

Questions regarding the application forms may be directed to the ISPE Director of Professional Certification, at tel: +1-813-960-2105.

B. Applicant Personal Information

Fill-in and or check all appropriate boxes according to instructions on the CPIP™ eligibility application form CPIP-EA-1.

C. Academic Records

For each degree for which credit is being sought, the applicant must request the learning institution to send an official transcript (translated into the English language) directly to ISPE **OR** in a sealed institution envelope to the applicant (applicant must send the unopened envelope to ISPE.) Envelopes received at ISPE that have been previously opened or with a broken seal will not be accepted. An official transcript is an official school document and has the school registrar's stamp or seal and signature. The transcript must be in a sealed envelope containing the learning institutions letterhead and stamp or seal. The degree and the date the degree was awarded, the curriculum, and a listing of all courses and grades earned must appear on the transcript. **DO NOT SEND PHOTOCOPIES.**

NOTE: Go to www.wes.org/required and select the country, where the learning institution where you received your degree is located, to find the specific requirements for submitting documents. **In all cases, the official documents must be sent directly from the listed organizations to ISPE. Do not request documents to be sent to World Education Services (WES.)**

Academic records (transcripts) from China must be sent directly to ISPE by the Ministry of Education. Please contact one of the two designated offices below and request that they send your verified copies of your transcripts and diplomas to ISPE.

China Academic Degree and Graduate Education Development Center

18th Floor, Tongfang Keji Building B, No.1, Wangzhuang Road, Haidian District, Beijing 100083, China

Tel: 86-10-82379480

Fax: 86-10-82379491

www.cdgd.edu.cn

China Higher Education Student Information & Career Center

Box 6#, Beihang University, No.37 XueYuan Road, Haidian District, Beijing 100083, China

Tel: 8610-82336088

Fax: 8610-82338423

E-mail: kefu@chsi.com.cn

www.chsi.com.cn or www.chsi.cn

Academic records (transcripts) from Russia must be sent directly to ISPE by the Russian Ministry of Education. Please contact the Ministry and arrange for them to send authenticated copies of your official academic transcripts to ISPE.

Ministry of Education

Centre of International Educational Activities (Tsentr Mezhdunarodnoi Obrazovatelnoi Deyatelnosti)

Bolshoy Chudov per., 8, str. 1, Room 122, 119021 Moscow, Russia

Tel: 011-7-499-242-9506 or 011-7-495-246-3110

Fax: 011-7-495-245-3679 or 011-7-495-246-1407

For each degree:

- List the learning institution name(s), city, state/province, and country
- List the major (curriculum) or program of study title as it appears on applicant's transcript
- List the degree(s) earned
- List the degree award date
- Check the box to indicate the schools are sending the transcripts. All costs associated in obtaining the required documentation are the responsibility of the applicant.

D. Professional Experience

- Three (3) years of documented drug product development/ manufacturing pharmaceutical/biotechnology industry-related experience.

OR

- Five (5) years of documented product development/manufacturing experience in an industry other than the pharmaceutical or biotechnology industries.

To properly document professional experience, applicants must submit (a) professional experience verification letter from your employer(s) covering the period of time for which employment credit is claimed. The letter should indicate the time frame of employment, the title of the position(s) held and a brief description of the duties in which you were engaged. The letter should be on letterhead and signed by your supervisor, HR department or a company senior management official. Independent Contractors/ Consultants should obtain letters from key clients to substantiate the required work experience. (In all cases it is only necessary to document the required 3 or 5 years as indicated above).

E. Professional References

Professional references are no longer required as part of the CPIP application process.

F. Documentation Validation

The applicant's signature means that the applicant agrees with the statements made on the application documents including supplemental letters submitted. ISPE-PCC will return applications that are not signed, and dated.

ISPE-PCC requires applicants to disclose, via written and signed letter accompanying the application, any criminal convictions issued by a court to the applicant. ISPE-PCC uses its policy relating to criminal convictions to determine whether the application can proceed or whether it is terminated. In some cases, the ISPE-PCC attorney must contact the applicant to clarify information about the conviction.

ISPE-PCC also requires applicants to disclose, via written and signed letter accompanying the application, any disciplinary actions or denial of certifications or licenses taken against the applicant by a certification board or agency issuing professional licenses, registrations, or certifications. ISPE-PCC determines whether the action should be considered in the CPIP™ eligibility application process.

PLEASE ALLOW A MINIMUM OF 15-30 CALENDAR DAYS FOR ELIGIBILITY APPLICATION PROCESSING.

G. Application Payment Information

Indicate how the application fee will be paid. The application fee is not refundable or transferable.

If paying by check or money order, fees must be in U.S. dollars or EUROS and all checks must be drawn on a United States bank. Make checks or money orders payable to ISPE. Attach the check or money order to the front of the Application Form (CPIP-EA-1). If paying by credit card, please record the type of card, credit card number and expiration date, print and sign your name, and enter the date.

H. Application Checklist

A complete application must include:

- Current CPIP™ Application Form CPIP-EA-1 (signed with original signature)
- Application fee
- An official transcript for each degree for which credit is sought has been requested from the learning institution. ISPE-PCC only accepts and evaluates official transcripts. ISPE-PCC cannot evaluate copies
- Professional Experience verification letter(s).

Make a copy of all application materials for your personal records. Paper clip all materials together with the check or money order (if used) on top. Do not bind the materials or place them in a folder. Mail/post eligibility application documents to:

ISPE / ATTN: Professional Certification Dept. – CPIP™ Eligibility Application
600 N. Westshore Blvd., Suite 900, Tampa, Florida 33609

DO NOT FAX

VII. Appeals Information

A. Eligibility Appeals

If the applicant disagrees with the results of the eligibility evaluation, the applicant has six months from the receipt of the evaluation results to file an appeal. The applicant must identify the reasons for the appeal and provide any additional information not previously included that clarifies the information in dispute or assists the Professional Certification Commission in understanding the appeal. All appeals must be in writing and submitted to:

ISPE-PCC Administrator
600 N. Westshore Blvd., Suite 900, Tampa, Florida 33609

Initial Appeal and Requests for Re-Evaluation. The applicant may disagree with the results of the eligibility application determination. The disagreement may involve academic credit or experience credit used to determine eligibility. The applicant may request a re-evaluation of the application information within six months of the initial appeal evaluation results notice. The appeal will be evaluated by the ISPE Professional Certification Commission Appeals Committee. Notification of the appeal results will be sent via letter from the ISPE-PCC Administrator. Please allow a minimum of 30 days for the evaluation and results.

Second Appeal and Request for Adjudication. If, after a re-evaluation, the applicant still disagrees with the results, a second and final appeal is possible. The applicant may request a review by the ISPE-PCC within 30 days of the first appeals evaluation results notice. A minimum of 12 Commissioners make up the ISPE-PCC. Rulings by the ISPE-PCC on eligibility of candidates are final and binding. The ISPE-PCC reviews appeals only during its regularly scheduled meetings in June and November of each year. Please submit the appeal at least 60 days before one of the regularly scheduled ISPE-PCC meetings (15 June, and 15 November). Notification of the appeal results will be sent via letter from the ISPE-PCC Administrator.

B. Examination Comments/Challenges/Appeals

Examinees may comment on examination question(s) in the CPIP™ Exam Survey immediately following completion of the examination. No other examination question comments will be accepted. Examinees will not be provided with a copy of their exam.

Any examinee may challenge, in writing, any examination administered by the CPIP™ program in which an examinee participated. The challenge shall be submitted, within 30 days from the date of their examination, to and reviewed by the ISPE Professional Certification Department. Any challenge bearing a postmark date later than this 30 day period shall not be considered. There will be an investigation hearing conducted by the ISPE Professional Certification Department staff on the challenge.

If the challenge of question or appeal is rejected, the examinee may then appeal, or pursuant to the rules stated in the CPIP™ examination application instructions, to have the matter heard by the ISPE-PCC Appeals Committee (AC). If the appeal is denied by the AC, the examinee's final right of appeal shall be to the ISPE-PCC. Final examination appeals must be made within 30 days of the AC appeal evaluation notice.

C. Hearing Before the Appeals Committee

The examinee shall be afforded the opportunity for a hearing before the AC. If a hearing is requested, the AC shall schedule the hearing from 60 days to nine months from the date the appeal is filed with the AC. Hearings will be conducted during regularly scheduled meetings of the AC occurring in mid-June, and early November at locations in the United States. The ISPE professional certification staff will provide the examinee with a minimum of 30 days prior written notice of the date, time, and place of the hearing. Examinees are responsible for their own travel and other personal expenses associated with the hearing. At the hearing, the examinee shall have the right to present any documentary or oral evidence he or she chooses. All hearings shall be recorded by electronic device or court reporter. The examinee is entitled to a copy or transcript of the hearing upon payment of the costs of the copying or transcription.

D. Ethics and Standards of Professional Conduct Sanctions Appeal

The certificant shall have thirty (30) days from the date of the Chair of ISPE-PCC's sanction notification to request an appeal of the sanctions. Such a request will be made in writing to the ISPE Director of Professional Certification.

The certificant's appeal of the sanction(s) must be made in writing and must be mailed by certified mail, return receipt requested, to the ISPE Director of Professional Certification. The certificant shall state the specific grounds why the appeal should be considered. The certificant may not present, include, or rely on facts that were not presented in the proceedings, as identified in the sanction letter to the certificant.

The appeal shall be heard and conducted at the headquarters of ISPE or another location designated by the ISPE-PCC. The certificant must attend the hearing in person and shall pay for his or her expenses. The certificant shall have the right to bring his or her own attorney to counsel the certificant at the hearing, but in no event shall counsel be allowed to provide testimony in lieu of, or on behalf of the certificant. The hearing shall be closed to third parties with the exception of any witnesses, experts, consultants and legal counsel. The ISPE-PCC may have legal representation.

E. Notification of Appeal Evaluation and Decisions

The ISPE-PCC Administrator will notify the candidate/examinee of evaluation and appeal decisions via mail/post or email.

VIII. Application Forms

These forms are available for download on the ISPE-PCC Web Site, www.ispe-pcc.org, in Word format.

Eligibility

CPIP-EA-1 Applicant Demographics and Education Information

Examination

CPIP-TA-1 CPIP™ Candidate Examination Application

CPIP-TAD-1 CPIP™ Candidate Examination Disability Request Application

CPIP-TAD-2 CPIP™ Candidate Examination Disability Request Application

CPIP-TAD-3 Authorization to Release and Exchange Information