



Certified Pharmaceutical Industry Professional™

Recertification Handbook

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Quick Start Guide

The CPIP™ credential is valid for a three-year cycle. A recertification application and annual certification maintenance fee must be submitted at the end of each year during the three-year cycle to maintain certification. There is a three-month grace period, after the end of each year, to submit the application and the annual certification maintenance fee to avoid paying a late processing fee. At least once before the end of the three year cycle, documentation must be provided to demonstrate the completion of the required number of Recertification Activities. Follow this 5 step process:

1. There are 10 recertification activities you can engage in to earn the required recertification points (RCPs). Select the ones you intend to accomplish during the three year cycle.
2. Establish a recertification document file and throughout each year accumulate the recertification documentation required for each activity you pursue.
3. Each year, fill-out the CPIP™ recertification application form (CPIP-RCA-1), with your certification maintenance fee payment information and submit to the ISPE Professional Certification Department .
4. At least once during the three year cycle, fill out an activity form (CPIP-RA-XX) for each activity for which you are submitting for RCP credit, along with the required documentation attached to each form.
5. Submit all (CPIP-RA-XX) forms to ISPE via mail/post at least once during the three year cycle.

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

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I. Introduction

A. Retaining the CPIP™ credential

Once the CPIP™ credential is conferred, it is valid for a period of three years from the date indicated on the certification certificate issued to the CPIP™. Recertification is required to maintain the credential beyond the initial three year validity period. The purpose of recertification is twofold.

- Assure the credentialed individual has maintained skills in leadership, professionalism, innovation, quality and continuous improvement.
- Assure that the individual has maintained knowledge of current industry practices and government regulations.

The CPIP™ designation becomes invalid if there is failure to meet recertification requirements.

B. 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, manufacture 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 Standards 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.

C. 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 (FAQs)

Q1: How often is recertification required?

The credential is valid for a period (cycle) of three years. At the end of each year, a recertification application form and payment of an annual certification maintenance fee must be submitted and before the end of the three year cycle, documentation must be provided to demonstrate the completion of the required number of Recertification Activities.

Q2: What is the cost of recertification?

The certification maintenance fee (USD \$225.00, EURO E180.00) is paid in three equal payments of (USD \$75.00, EURO E60.00.) At the end of each cycle year, a payment of (USD \$75.00, EURO E60.00) is required with the submission of a recertification application.

Q3: What are the requirements for recertification?

Certificants must earn a total of 60 recertification points (RCPs) over the three year certificate validity cycle.

Q4: How are recertification points earned?

Refer to Section III in this handbook.

Q5: Is it permissible to obtain RCP credit for any activity if the yearly maximum RCPs for that activity are exceeded?

RCPs are accumulated during the three year cycle. RCPs for any activity that exceeds the maximum for any year will not be credited towards the total 60 RCPs required for recertification.

Q6: Can the recertification application and forms be sent via email?

Yes, the annually submitted recertification application (CPIP-RCA-1) may be sent by email or by post. If paying the annual certification maintenance fee by credit card, the recertification application may be scanned and sent as an email attachment (Be certain that all signature blocks are completed). If paying by check, then please send the recertification application with the Check by post. The documentation of Recertification Activities (forms CPIP-RC-1 through CPIP-RC-10 with supporting documents) should be sent by post.

III. Recertification Requirements

A. General

Recertification requirements have been established by the ISPE-PCC as follows. 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 cycle and agree to continue to adhere to the ISPE-PCC Code of Ethics and Standards of Professional Conduct.

The CPIP™ certification credential becomes invalid if the annual certification maintenance fee is not paid and/or the recertification requirements are not met. Reinstatement of an invalid certification is possible, 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.

Ten activities are established for which RCPs can be earned. Each activity has a maximum number of RCPs that can be earned for each year of the 3-year validity cycle and a total maximum number of RCPs for the 3-year cycle. Table 1 below summarizes the activities and corresponding RCP requirements.

Table 1

Activity	Max RCPs/Year	Max RCPs/Cycle
1. Professional Development	8	24
2. Professional Practice	8	24
3. Instructor	6	18
4. Continuing Education	10	30
5. Licensure/Certification	8	24
6. Advanced Coursework*	12*	36*
7. Publications/Presentations/Books	12	36
8. SME Item Writers	6	18
9. Educational Product Development	3	9
10. Mentoring	8	24
TOTAL MINIMUM RCPs/THREE YEAR CYCLE REQUIRED = 60		

* For Recertification Activity #6, Advanced Coursework, an additional 3 RCP's may be claimed in the year that an advanced degree is awarded.

B. Activity Details

Activity 1: Professional Development

Includes membership and participation in life science industry and related practice professional associations (e.g., AAPS, ASQ , IChemE, IME, ISPE, PDA, PMI, RAPS)

Officer or Committee/Council/Task Team (CCTT) member	
Officer or CCTT member of an international or national association	2 RCPs/year
Officer or CCTT member of a regional component of an international or national association (i.e., Affiliate, Chapter)	1 RCP/year

Required Documentation: A copy of the professional association membership certificate, membership renewal acceptance notification, or copy of letter or email notice from the association indicating current membership status **AND** completed form CPIP-RC-1.

Meeting Attendance/Participation	
At industry association local affiliate/chapter meetings where topics relate to one of the four CPIPTM competencies	1 RCP/day*
At industry association national/international meetings where topics relate to one of the four CPIP competencies	1 RCP/day*
At employer meetings where topics relate to one of the four CPIPTM competencies	1 RCP/day*

*The following calculation shall be used to determine the number of RCPs:

One meeting hour = 0.1 RCPs
 One half day mtg. = 0.5 RCPs
 One full day mtg. = 1.0 RCPs

Required Documentation: A letter from the association or a letter from employer confirming attendance/participation or other meeting attendance confirmation such as payment receipts or emails **AND** completed form CPIP-RC-1

Activity 2: Professional Practice

Includes continuing full or part-time employment in the life science industry within the area of professional practice as applicable to the CPIP™ Competencies. The job function and or position held must be directly involved in or supporting life science product development through manufacturing activities.

Full-time Employment (minimum 1900 hours per year)	
Verification of Employer, Job title and Employment Status	8 RCPs/year

Part-time Employment (minimum 1200 hours per year)	
Verification of Employer, Job title and Employment Status	5 RCPs/year

Required Documentation:

Completed Professional Practice Form CPIP RC-2, **AND** letter(s) on company letterhead, from employer(s) (supervisor, HR or management) indicating your job title/responsibilities and employment status (full or part-time) for each certification year. When applicable a single letter from the same employer covering the entire recertification cycle may be provided.

Self-employed individuals may submit letters (on client letterhead) from clients indicating a list of services performed and corresponding dates.

Activity 3: Instructor

Includes performing activities in the area of life sciences or engineering, as an educational classroom teacher or instructor for an accredited learning institution/curriculum.

Teacher/Instructor	
Instruction for a qualifying course	1 RCP=1 credit hour

Required Documentation: Copy of learning institution brochure/flyer/course catalogue indicating the course(s) title(s), description(s), instructor/teacher's name and all dates offered **OR** a letter from the learning institution indicating course(s) title(s), description(s), instructor/teacher's name and instruction hours **AND** completed form CPIP-RC-3.

Activity 4: Continuing Education

Includes learning offerings (classroom and e-learning) attended of related nature in the life science industry area of practice.

Education Programs	
Programs with assessment (examination)	RCPs x 2
Programs without assessment	RCPs x 1

The following calculation shall be used to determine the number of RCPs:

One education contact hour = 0.1 CEUs
 One CEU = One RCP

Required Documentation: Copy of official transcript/certificate indicating the course title, learning contact hours, CEUs or credit awarded, type of assessment **OR** letter of notice of completion from the learning institution indicating the course title, learning contact hours, CEUs or credit awarded, type of assessment **AND** completed form CPIP-RC-4.

Activity 5: Licensure/Certification

*Includes the award **AND/OR** yearly maintenance of a professional practice license/charter (i.e., Chartered Engineer, Qualified Professional, Professional Engineer, Pharmacist) or certification credential in the life science industry area of practice (e.g., Project Management Professional (PMP), Certified Quality Manager (CQM)).*

License or Certification Credential	
Licensure (required by national or local law)	4 RCPs
Certification (with assessment)	2 RCPs
Certification (without assessment)	1 RCP

RCP credit for each valid license and/or certification earned prior to or after attaining the CPIP™ credential may be submitted in each of the three valid CPIP™ credential cycle years. The CPIP™ credential is not eligible for RCP consideration.

Required Documentation: Documentation from the issuing organization that demonstrates that the licensure or certification was valid during the period for which credit is being claimed **AND** completed form CPIP-RC-5.

Activity 6: Advanced Coursework

*Includes credit hours gained in pursuit of an advanced degree (Masters or Doctorate) **OR** professional enhancement and growth in the life science industry area of practice. Only advanced coursework from accredited curriculum and learning institutions will be accepted.*

Graduate Courses	
In pursuit of a degree curriculum	1 RCP/credit hour
Non-degree curriculum (continuing education/professional development)	1 RCP/credit hour
At the time that an advanced degree is conferred*	3 RCPs*

*The 3 RCP's granted at the time an advanced degree is conferred do not count against the Max RCPs/Year or the Max RCPs/Cycle

The following calculation shall be used to determine the number of RCPs.

Required Documentation: Copy of University or College Grade report or transcript **AND** completed form CPIP-RC-6.

Activity 7: Publications/Presentations/Books

Includes peer and non-peer reviewed published papers/articles/books and technical presentations at life science industry and related association educational offerings.

Published life science industry related paper/article (minimum 3,000 words in a peer reviewed publication)	
Single Author	4 RCPs
Co-Author	2 RCPs
Service as technical reviewer/peer reviewer for qualifying publications	2 RCPs

Published life science industry related paper/article (minimum 3,000 words in a non-peer reviewed publication)	
Single Author	2 RCPs
Co-Author	1 RCP
Service as technical reviewer for qualifying publications	1 RCP

Published life science industry related books	
Single Author	6 RCPs
Co-Author	3 RCPs
Service as Editor/technical reviewer/peer reviewer for qualifying publications	3 RCPs

Required Documentation: Copy of sufficient documentation to substantiate this activity, such as publication document cover indicating the publication name, sponsoring organization, issue/version number and date **and** copy of appropriate pages indicating if the publication is peer reviewed **AND** completed form CPIP-RC-7.

Presentations (see note below)	
Conference/seminar chairman/course leader (minimum 2-day session)	6 RCPs
Conference/seminar speaker/presenter (individual presentation length 15-60 minutes)	1 RCP
Conference/seminar speaker/presenter (individual presentation length 90-120 minutes)	2 RCPs
Conference/seminar speaker/presenter (individual presentation length 120+ minutes)	3 RCPs
Internet-based presentation – live or recorded (30-60 minutes)	1 RCP
Conference roundtables discussion leader (minimum 2-hour session)	1 RCP

NOTE: *Company in-house training programs qualify.*

Required Documentation: Copy of sponsoring organization brochure/flyer/catalogue indicating the conference(s)-seminar(s)-roundtable(s)-Internet-based presentation(s) title(s), description(s), presenter name and all dates/times/durations (days/hours/minutes) offered for the certification cycle year **OR** a letter from the learning institution or company management indicating conference(s)/seminar(s)/roundtable(s)/Internet-based presentation(s) title(s), presenter name and all dates/times/durations (days/hours/minutes) offered for the certification cycle year **AND** completed form CPIP-RC-7.

Activity 8: SME Item Writers

Includes subject matter expert authors writing items (questions) for any ISPE Professional Certification Commission credential examination.

Subject Matter Experts (SMEs) (see note below)	
For each stand-alone examination item	1 RCP

NOTE: *Written items must be accepted/approved by the ISPE-PCC Examination Development Committee to be considered for RCP credit.*

Required Documentation: Copy of the ISPE-PCC letter/email indicating the SME item writing assignment, number of items assigned to write, the assignment completion due date and item review workshop participation acknowledgement letter (if applicable) from the credentialing organization indicating dates of the workshop **AND** completed form CPIP-RC-8.

Activity 9: Educational Product Development

*Includes participation as a developer **AND/OR** content author of life science computer/Internet-based educational products (e.g., on-line training courses/webinars, ISPE Baseline Guides, study guides/DVDs, etc.).*

Educational Product Development	
Single Developer/Content Author	RCPs x 2
Co-Developer/Content Author	RCPs x 1

The following calculation shall be used to determine the number of RCPs:

One learning contact hour = One RCP

Required Documentation: Copy of sponsoring organization’s brochure/flyer/catalogue/Web site URL indicating the educational product description(s), developer name **OR** a letter from the sponsoring organization indicating the educational product description(s) and developer name offered for the certification cycle year **AND** completed form CPIP-RC-9.

Activity 10: Mentoring

Includes mentoring work colleagues where no direct reporting relationship exists between the mentor and the person being mentored.

Mentoring	
Per mentored colleague (minimum of 6 months mentoring)	2 RCPs
Mentoring CPIP eligibility applicant through the eligibility application period*	2 RCPs

Required Documentation: A letter (on company letterhead) signed by supervisor, HR, or department/group manager, stating the number of colleagues being mentored and length of mentoring time for each colleague. The letter should indicate the nature of the mentoring. *Acknowledgement by the CPIP eligibility applicant of the Mentoring provided during their eligibility application period. In all cases, also submit completed form CPIP-RC-10.

IV. Recertification Application

A. General

Time Cycle

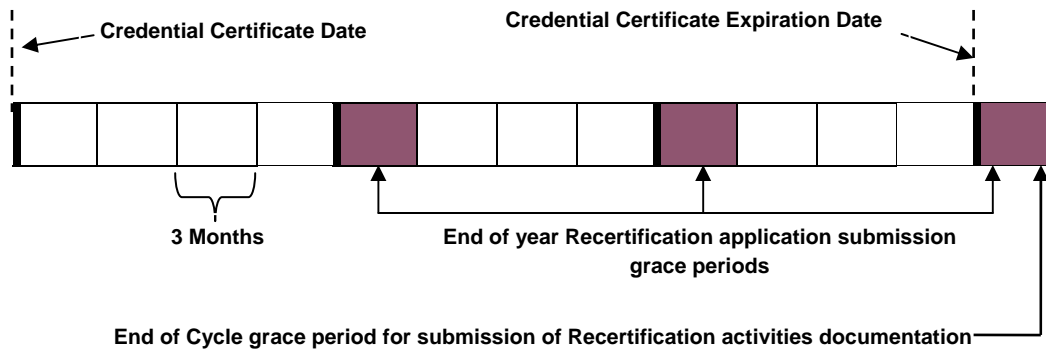
The CPIP™ credential validity period (cycle) is three years from the date on the credential certificate. To be considered for recertification, the credential holder must; 1) submit the three annual recertification applications (CPIP-RCA-1) and pay the annual certification maintenance fees and 2) complete sufficient recertification activities as described in Section III of this manual, **AND** at least once during the three year cycle, submit the documentation to substantiate the completion of at least 60 RCPs.

Recertification applications (Form CPIP-RCA-1) with payment of annual certification maintenance fee, will be accepted by the ISPE-PCC for a period up to three months beyond each year-end in the cycle. Recertification applications received after the three-month period will incur a late processing fee (USD \$50.00, EUROS E40.00) for each occurrence.

The documentation for the completion of the 60 RCPs (as described in Section III) is required to be submitted, at a minimum, once for the three year cycle (documentation may be submitted more frequently if desired). The activities must have been performed during the credential validity period. The documentation may be submitted within a grace period of three months after the end of the credential validity period.

The validity cycle and recertification application times are indicated in Diagram 1.

Diagram 1



At the end of the third cycle year (Yr 3), the credential validity will be temporarily extended (provided Yr 1 and Yr 2 recertification applications and annual certification maintenance fees have been submitted and accepted by the ISPE-PCC), to allow time for submission and processing of the Yr 3 recertification application and annual certification maintenance fee and/or for the submission and processing of the Recertification Activities documentation. When all recertification requirements are met, a new credential certificate, valid for three years, will be issued to the credential holder.

NOTE: The credential will become invalid and revoked if all recertification requirements have not been met during the three year validity period.

Record Maintenance

The ISPE-PCC advises the credential holder to maintain a recertification file to record the required documents associated with the recertification activities (as they occur) for which RCP credit is sought. As each activity is completed, the appropriate recertification activity form can be updated and placed in the recertification file. This maintenance activity will expedite the submission of the recertification application at the end of the cycle or at periodic intervals at the discretion of the certificate holder.

NOTE: Failure to keep recertification documentation current may result in a late (beyond the three month period following each cycle year) recertification application submission. Late recertification application submissions will necessitate a late fee charge and could lead to a suspended or revoked credential.

Application Checklist

A complete recertification application must include:

- ✓ Three annual submissions of Recertification form CPIP-RCA-1, along with the payment of each year's annual certification maintenance fee
- ✓ All recertification activity forms CPIP-RC-1 through 10 (as appropriate) with required documentation attached. (Submitted at least once during the three year cycle and sufficient to substantiate the attainment of 60 RCPs)

Make a copy of all application documents for the applicants file. Paper clip all documents together with the payment check or money order (if appropriate) on top. DO NOT bind the documents together. Mail/post the application to:

ISPE / ATTN: Professional Certification Dept. – CPIP™ Recertification Application
600 N. Westshore Blvd., Suite 900, Tampa, Florida 33609
DO NOT FAX

B. Application and Activity Form Instructions

CPIP-RCA-1 **Recertification Application**

- Fill-in the applicant and demographic information
- Indicate the type of payment and appropriate payment information
- If paying by credit card include credit card information and sign in “Cardholder Signature” section.
- Sign and date the form
- Attach the check or money order if not paying by credit card.

CPIP-RC-1 **Recertification Activity 1: Professional Development**

- Identify the association(s) name and dates of membership
- List the activities provided for the association (i.e., officer, member of the board of directors, committee/council/task team member)
- Identify if the activity is for the association’s international, national and/or regional component
- List the meeting(s) (association/employer), discussion topics, and duration in hours

***NOTE:** If activities are performed for associations international/national or regional components and employer meetings, all may be submitted for RCP credit*

- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

CPIP-RC-2 **Recertification Activity 2: Professional Practice**

- Check the appropriate exemplar box
- Fill-in dates, name of employer, and position title
- Obtain appropriate documentation from employer
- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

CPIP-RC-3 **Recertification Activity 3: Instructor**

- For each course taught, identify the learning institution name, title of course, and date(s) taught.
- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

CPIP-RC-4 **Recertification Activity 4: Continuing Education**

- For each course/seminar/workshop attended, identify the name of the institution/association administering the course, the course title, and date(s) of attendance
- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

***NOTE:** a calculation must be performed to arrive at and indicate the RCPs being claimed*

CPIP-RC-5 **Recertification Activity 5: Licensure/Certification**

- Identify the credential name, issuing organization, and validity dates for each credential submitted for RCP credit

***NOTE:** the credential must have been awarded in the cycle year or an existing credential which is maintained and valid through the cycle year being submitted*

- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

CPIP-RC-6 **Recertification Activity 6: Advanced Coursework**

- For each course, identify course title, date(s) of attendance, and name of institution delivering the course

- Identify the RCPs being claimed

NOTE: a calculation must be performed to arrive at and indicate the RCPs being claimed

- Sign and date the form
- Attach the required documents

CPIP-RC-7 **Recertification Activity 7: Publications/Presentations/Books**

Publications

- For each publication, identify the name of the publication in which the article/paper/chapter(s) appeared, the article/paper/chapter(s) title, and the publication date
- Identify the number of authors and if the publication is peer reviewed or non-peer reviewed
- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

Presentations

- For each presentation, identify the name of the association or in-house company training program for which the presentation was given, the title of the presentation and the length in hours or days (one day is equivalent to six presentation hours)
- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

CPIP-RC-8 **Recertification Activity 8: SME Item Writers**

- For examination item writing, identify the examination name and number of items written in the cycle year being submitted
- Identify the RCPs being claimed
- Sign and date the form
- Attach the required documents

CPIP-RC-9 **Recertification Activity 9: Education Product Development**

- For education product development, identify the date of development, check if you are a single developer or co-developer, list the product name and type (example: HVAC FILTERS - webinar), and learning contact hours
- Identify the RCPs being claimed
- Sign and date the form

CPIP-RC-10 **Recertification Activity 10: Mentoring**

- For each person mentored, indicated the dates of mentoring, protégé name, and description of mentoring performed
- Identify the RCPs being claimed
- Sign and date the form

C. Application Fee Payment

The certification maintenance fee (USD \$225.00, EURO E180.00) is paid in three equal payments of (USD \$75.00, EURO E60.00.) At the end of each cycle year, a payment of (USD \$75.00, EURO E60.00) is required with the submission of a recertification application.

Each cycle year-end recertification application and payment must be received by the ISPE-PCC by the times identified in Section "A – General" to avoid a late processing fee of (USD\$ 50.00, EURO €40.00.)

D. Late Processing and Reinstatement Fee Payment

All late processing and reinstatement fees will be invoiced by ISPE and must be paid before the recertification application is processed by the ISPE-PCC.

V. Credential Status

A. Active

The CPIP™ credential has an “active” status during the credential validity three year cycle (and during the three month grace period).

B. Suspended

The CPIP™ credential is automatically placed in a “suspended” status if the recertification applications (Yr1, Yr2, and Yr3), and annual certification maintenance fee payments have not been submitted and approved within three months following the credential expiration date.

NOTE: The certificant may not use the CPIP™ designation after their name nor refer to themselves, in any way, as having the CPIP™ credential.

C. Suspended – Hardship

Suspended-hardship status may be granted to certificants on a case-by-case basis for special circumstances. A certificant’s request for suspended-hardship status must be in writing addressed to the Professional Certification Commission and will be reviewed and granted at the discretion of the ISPE-PCC Recertification Committee. Examples of conditions that may be considered grounds for granting suspended-hardship status may include illness, injury, jury duty, military duties, foreign assignments, or personal hardships.

Certificants granted a suspended-hardship status may request a recertification extension. An individual’s recertification may be extended for a period not to exceed six-months beyond the original certificate “valid until” date. The Recertification Committee shall determine the length of extension granted. The certificant’s original three year date of certification expiration will remain valid when the new certificate is issued. If the certificant does not recertify within the three year period, certification will expire and the certification will be revoked.

D. Reinstatement

Certificants who have an automatic “suspended” status may apply for reinstatement for up to three months beyond the credential suspended status date. Reinstatement requires approval of all three cycle year recertification applications and payment of a reinstatement fee (USD \$100.00, EURO E80.00.)

Certificants who have a suspended-hardship status may apply for reinstatement not to exceed the extension period granted by the Recertification Committee. Reinstatement requires approval of all three cycle year recertification applications and payment of a reinstatement fee (USD \$100.00, EURO E80.00.)

E. Revoked

The CPIP™ credential will be “revoked” if recertification has not been granted within six months after the credential expiration date. Individuals with a “revoked” credential must reapply for CPIP™ eligibility and if deemed eligible, take and pass the CPIP™ examination.

VI. Recertification Forms

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

CPIP-RCA-1	Recertification Application
CPIP-RC-1	Professional Development
CPIP-RC-2	Professional Practice
CPIP-RC-3	Instructor
CPIP-RC-4	Continuing Education
CPIP-RC-5	Licensure/Certification
CPIP-RC-6	Advanced Coursework
CPIP-RC-7	Publications/Presentations/Books
CPIP-RC-8	SME Item Writers
CPIP-RC-9	Education Product Development
CPIP-RC-10	Mentoring