

MAINTENANCE of CERTIFICATION GUIDE for CPIs



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Maintenance of Certification Checklist

Step 1

Read this CPI Guide.

Step 2

Verify your membership status. In order to take advantage of the reduced member rate you must be an active member before beginning the maintenance application process.

I want to join: If you would like to take advantage of the reduced member rate and you are not a member or your membership has lapsed:

1. Join APPI online at <http://www.acrpnet.org/Join>
2. Log out of <http://www.acrpnet.org>
3. Log back in to <http://www.acrpnet.org> and begin the maintenance process

If you do not wish to join, and understand you will be paying the standard rate, proceed with the maintenance process.

Step 3

Have your contact hour/points details ready. CPIs must document the completion of 24 points (12 in continuing involvement and 12 in continuing education) in the last two years. Documentation required includes:

- Course Name
- Number of Points
- Point Item Category
- Course Provider
- Program Number
- Program Date
- Scanned Medical License

Step 4

Submit your application once. Please submit your application either online or via print (not both, to avoid duplicate charges)

Step 5

Are you dual certified and maintaining both designations at once? If so, you are eligible to receive the multiple designations \$50 discount. However, you must submit a printable application form to receive this discount. Printable applications can be accessed at <http://www.appinet.org/CertificationMaintenance>.

Proceed with the maintenance process.

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About Maintenance of Certification

Periodic maintenance of certification is required to ensure that individuals who hold a CPI credential maintain their ongoing commitment to professional development in their selected area of practice. Through the maintenance requirements, certificants demonstrate expansion and reinforcement of their knowledge of current practice.

APPI supports this purpose by requiring appropriate and relevant continuing education activities to enhance the professional development of certificants. The maintenance of certification program also serves to encourage and recognize individuals who participate in ongoing professional development.

Program Changes, Enhancements

- Certification Expiration Date of October 31 has been changed to November 30, meaning certificants have an extra month to earn hours for this cycle only;
- Late Fee period is now December 1-15;

Requirements

The CPI® maintenance program requires compliance with APPI maintenance requirements every two years, with 12 points demonstrating continuing involvement and 12 points in continuing education (see table on page 5).

APPI will attempt to notify all candidates via email three months prior to the expiration date of their current certification. However, certificants are ultimately responsible for maintaining their certification on time.

Application

The online maintenance application is available at <http://www.appinet.org/CertificationMaintenance>. You are required to log in with your email address and password to access the application. You will only be able to access the application 3 months prior to your maintenance expiration date.

The online application includes a Contact Hour/Points Activity Form to document completed hours.

- For fall 2010 candidates, hours need to be completed between October 1, 2008 and November 30, 2010.
- For spring 2011 candidates, hours need to be completed between April 1, 2009 and May 31, 2011.

Points may be claimed for one cycle only.

Applications must be submitted online or postmarked by May 31 or November 30, whichever applies.

Printable applications and Contact Hour/Points Activity Forms are also available at <http://www.appinet.org/CertificationMaintenance>.

Fees

Fees for Certification Maintenance can be calculated at <http://www.appinet.org/CertificationMaintenance>.

All maintenance applications received after the May 31/November 30 expire dates (whichever applies) will be assessed a \$150 late fee in addition to the cost of certification maintenance. Incomplete applications received and not rectified by the expiration date will also be assessed the late fee, regardless of when the original submission was received.

Maintenance by Continuing Education/Continuing Involvement

Requirements:

The APPI certification maintenance program is based on:

1. Demonstrating continuing involvement as a licensed physician in clinical research activities, whether at the sponsor or site;
2. Submitting a copy of certificant's current medical license; and
3. Continuing medical education in clinical research and therapeutic area educational offerings.


CPI maintenance is required every two years from the date of your initial certification date and is based on achieving 24 points, 12 each in the areas listed above. There are multiple ways to attain the points, as outlined in the table below.

Should the activity you want to use to demonstrate your continued involvement not be included in the listing, you may request additional approval by the CPI Exam Committee upon written request to certification@acrnet.org.

| Item | Points | Maximum Points Allowed Per Item | Documentation Required for Verification (kept in personal files and listed on summary record) |
|---|--|---------------------------------|---|
| 1) Proof of Continuing Involvement | Requires 12 points each two years | 12 | Proprietary information should be obliterated |
| Pharmaceutical Physician Activities | | | |
| Participate in monitor meeting | 1 | 2 | Report signature page |
| Participate in close-out visit | 1 | 2 | Report signature page |
| Authorship of protocol | 2 | 4 | Protocol signature page |
| Medical monitor for clinical research trial | 1 | 3 | Letter from supervisor |
| Service on DSMB or equivalent | 2 | 4 | Letter from DSMB chair |
| FDA meeting attendance (regulatory) | 1 | 3 | Invitation communication |
| Sponsor Audit | 1 | 3 | Report signature page |
| Physician Investigator Activities | | | |
| Attend Investigator meeting | 2 | 4 | Copy invitation letter |
| Participate in initiation visit | 1 | 2 | Report signature page |
| Authorship/review of clinical study report | 2 | 4 | Report signature page |
| Inclusion on 1572 as active investigator | 1 | 3 | Copy of 1572 (both sides) |
| Serve as director of research center | 12 per year | 12 | Copy of appointment letter |
| Serve as compliance officer for institution | 12 per year | 12 | Copy of appointment letter |
| Other (either/or) | | | |

| | | | |
|---|--|-----------------------------|---|
| Authorship of journal paper | 2 | 4 | Journal citation including authors |
| Authorship of journal paper on clinical research | 2 | 4 | Journal citation including authors |
| Continuing education presenter in clinical research or related topic | 2 | 4 | Copy of program with speakers and objectives |
| Presentation of research at scientific meeting (regional, national, local) | 2 | 4 | Presentation abstract including organization, locations and dates |
| Presentation at Investigator's meeting | 2 | 4 | Copy of program with speakers and objectives |
| Service on IRB | 3 | 3 | Letter from IRB chair |
| Regulator document author/reviewer | 3 | 3 | Document signature page |
| Service on item writing committee | .5 points per question used | 4 | Copy of contact hour certificate |
| Service on exam committee | 4 per day | 24 | Copy of contact hour certificate |
| Service on scientific review of peer reviewed grants | 2 | 4 | Report signature page |
| Peer reviewer of scientific articles | 1 | 3 | Report signature page |
| 2) Proof of Continuing Education | Requires 12 points each two years | 12 | |
| CME hours | 1 per contact hour | Maximum of 12, Minimum of 1 | Copy of contact hour certificate |
| CME related to clinical research | 4 per contact hour | Maximum of 12, Minimum of 4 | Copy of contact hour certificate |
| FDA meeting attendance (educational) | 2 per contact hour | 12 | Copy of contact hour certificate |
| Monitor Home Study | 3 per issue | 12 | Copy of contact hour certificate |
| <i>Other activities may be approved on a case-by-case basis by the CPI Exam Committee</i> | | | |

Entering Continuing Involvement Points in Contact Hour/Points Record example:

| | |
|------------------------------|--|
| course name: | <input type="text" value="1572"/> |
| course type: | <input type="text" value="Other"/> |
| contact hours/points: | <input type="text" value="1"/> |
| contact hours type: | <input type="text" value="Continuing Involvement (CPI Only)"/> |
| course provider: | <input type="text" value="Other"/> |
| program #: | <input type="text" value="0000"/> |
| date: | <input type="text" value="1/15/2010"/>  |

ACRP offers a variety of course offerings which offer contact hours to fulfill your maintenance requirements. Visit <http://www.acrpnnet.org/Education> to learn more.

For APPI members, additional continuing education points can be earned by completing Home Study tests available in The Monitor (3.0 contact hours per issue). Visit <http://www.acrpnnet.org/HomeStudy> to learn more.

To maintain your designation and certified professional status you must submit online or postmark all requirements by Nov. 30, 2010.

Maintenance by Examination

Maintenance by examination requires submission of a completed exam application form, all required supporting documentation and full payment. The exam must be taken prior to candidate's certification expiration date.

Dual Certificants

If you hold more than one ACRP designation, you may maintain both at the same time which will roll both expire dates forward two years. By maintaining together you will receive a \$50 discount and only need to submit a total of 24 contact hours. If you maintain them separately you will pay the full price for each and must submit separate hours for each at a total of 48 hours.

Dual certificants with one of their designations being CPI, which are maintain both designations together, must follow the CPI maintenance requirements.

The online maintenance application does not have the capability to calculate the discount, so dual certificants must submit a paper application found at <http://www.appinet.org/CertificationMaintenance>.

For any further information, please email certification@acrpnnet.org.

Failure to Maintain Certification

Failure to properly maintain your certification(s) will result in decertification. You will receive a 4-week grace period in which you may maintain with payment of a late fee and submission of the required continuing education/continuing involvement credits. Certificants who do not respond by the end of the grace period will be decertified.

Reinstatement

If your credential is revoked due to not meeting the certification maintenance requirements you may re-apply for certification. To reinstate your credential you must meet the current eligibility requirements and successfully pass the exam.

Frequently Asked Questions

COMPLETING THE ONLINE OR PAPER MAINTENANCE APPLICATION

I cannot find the maintenance application online; can you send it to me?

An electronic application is available online at <http://www.acrpnnet.org/CertificationMaintenance>. Click the red 'Maintain Online Now' button, log in to the website with your email address and password, and select the program you are maintaining.

If you are paying with a check or are dual certified you can access a paper version of the application at <http://www.acrpnnet.org/CertificationMaintenance>.

What do I choose for Contact Hours Type?

The options available to you are Clinical, Therapeutic and Continuing Involvement. Clinical references clinical research topics. Therapeutic references healthcare-related courses that do not fall into the clinical research category. Continuing Involvement should be selected for activities such as authoring or presenting (up to a maximum of 12 points). CPIs select Continuing Involvement for the 12 required points in that category. The other 12 continuing education points would fall into the clinical or therapeutic categories.

For full CPI Certification Maintenance information, visit <http://www.appinet.org/CertificationMaintenance>

How do I determine the Course Provider?

The options available are ACRP, CBRN, CME, ACRP and Other. You need to review the certificate you received for this information for who accredited the program you attended or the type of hours earned. If you are still unclear, contact the organization that held the function.

What if I can't find the Program Number?

CME providers and college/university courses do not have a program number. For those two options, use 0000. For all others, please contact the organization that held the function and obtain this information.

What date do I use?

The date that you completed the course or Home Study.

Do I have to upload/submit my certificates?

For CCRAs, CCRCs and non-licensed CCTIs, the answer is no. CPIs and licensed CCTIs (e.g., NP, PA, etc.) are required to upload/submit a copy of their current license. For the online submission, all other designations can click the 'Continue' button and advance to the next page. All should keep their certificates with their records in case they are selected for a random audit.

What if I want to maintain two designations simultaneously?

Please complete and submit the paper copy of the application available at <http://www.acrpnet.org/CertificationMaintenance>.

How can I be sure you received my maintenance application?

You will be emailed an automatic confirmation of payment once your payment has been processed for both the online and paper applications. Keep that with your records to verify that your application was submitted.

For paper submissions, it is recommended that you mail your application via a traceable method so you can trace whether your package was delivered. If you submit your application via fax, keep the fax confirmation form verifying that it went through successfully.

The Certification Department must process applications internally before your expire date is rolled forward. If any further information is required you will be contacted. Please allow 3-4 weeks for processing and you will be sent a certificate.

How do I obtain a receipt?

For all submissions, an automated confirmation is emailed that details the payment received. Otherwise please contact Member Services at office@acrpnet.org.

ONLINE APPLICATION ONLY

How do I add my hours/points?

Complete each field as required and click the 'Add' button. Once you have the hours filled in, click the 'Continue' button.

Continuing Involvement points need to be logged also using the same fields (e.g., Course Name = Author of journal article; Number of Hours = 4; Contact Hours Type = Continuing Involvement; Course Provider = Other; Program Number = 0000; Program Date = Date Article Published).

I can't log in to the maintenance application; it says I'm not due at this time.

If you know that you are due to maintain, it's possible that you have a duplicate record in our system and you are logging in to the account that does not contain your certification history. Write to office@acrpnet.org for assistance.

I added my hours/points and submitted payment. Is that all I need to do?

Adding hours/points and submitting payment is completing the maintenance application. Please allow 2-4 weeks for processing and you will be sent a certificate. Keep your course certificates with your records in case you are selected for a random audit ACRP will be conducting.

PAPER APPLICATION ONLY

What if I am paying by check?

If you are paying by check you can access a paper application at <http://www.acrpnet.org/CertificationMaintenance>.

PROGRAM, GENERAL QUESTIONS

Do my membership dues cover my maintenance fees?

No, membership dues and maintenance dues require separate applications and fees. Membership is yearly while maintenance is every two years.

What if I need to maintain my certification but my membership is expired?

It is recommended that you renew your membership prior to maintaining your certification to take advantage of the discounted member rate. Keeping your membership current ensures you receive The Monitor and other ACRP member benefits. Each issue of The Monitor (6 per year) contains a Home Study test that offers 3 contact hours.

What are the program requirements?

The Maintenance Guide details the program requirements for each designation. You must read the guide prior to submitting your maintenance application. The guide can be found at <http://www.acrpnet.org/CertificationMaintenance>.

I submitted my application but received a notice that I was still due to maintain.

Sometimes this occurs because the items cross in the mail. Our marketing department has to pull the list at least a week in advance for hard-copy mailings. We suggest you review the online Certification Registry to see if your information has been updated (use only first and last name search fields). If you don't find your information online, and it's been at least 3 weeks since you submitted your application, contact the Certification Department at certification@acrpnet.org.