

# CMPP

## Candidate Handbook



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## 1. INTRODUCTION

The International Society for Medical Publication Professionals (ISMPP) is a professional member association formed in 2005 and registered as a not-for-profit under Section 501(c)(6) of the US Internal Revenue Code.

Publication planning and management is a constantly changing landscape, with practice standards continuing to evolve. Nonetheless, this profession has been placed under intense, increasing, and public scrutiny—especially with respect to the need for transparency and full disclosure in the results reporting of industry-sponsored publications. It is this context that prompted ISMPP to take a leadership role in establishing professional standards and in promoting adherence to them. Beginning in early 2009, a formal, voluntary professional certification was initiated by ISMPP, allowing the successful candidate to become an ISMPP **Certified Medical Publication Professional™ (CMPP™)**.

This Handbook contains the information you need to apply and sit for the CMPP exam.

As with other credentials, this credential not only establishes a baseline of knowledge, but also assesses a candidate's ability to apply knowledge in real-life work situations. The benefits of this type of credential are recognized by a broad range of internal and external stakeholders and demonstrate ISMPP's commitment to the medical publication profession. Professionals who hold the CMPP credential have distinguished themselves by demonstrating their thorough working knowledge of all aspects of medical publishing, including planning, execution, and professional ethics.

## What Your Certification Says about You and/or Your Employer

**The CMPP Credential certifies that CMPPs have demonstrated:**

- ✓ **EXPERTISE** as a medical publication professional
- ✓ **PROFICIENCY** in good publication practices
- ✓ **COMMITMENT** to ethical and transparent data dissemination standards
- ✓ **LEADERSHIP** in upholding and fostering integrity and excellence in medical publication

Enhances your value to your employer, colleagues, business partners, and clients

Inspires confidence, and demonstrates expertise and leadership among members of our professional community

Increases opportunities for business, employment, and/or promotions

## 1.1 Why Is Certification Desirable?

On an individual level, possession of the CMPP credential distinguishes those who hold it and confirms to current and potential future employers that the holder of the credential has demonstrated a level of knowledge, experience, and commitment to the profession. CMPPs also have agreed to uphold the ISMPP Code of Ethics and the CMPP Code of Conduct ([www.ismpp.org](http://www.ismpp.org)) to ensure that they act in a positive manner to practice and promote ethical and legal standards while upholding the integrity of medical publication professionals and ISMPP as an organization. This commitment is further confirmed by the Candidate Agreement and Release, which is part of the application process.

At an organizational level, the CMPP credential demonstrates substantial understanding of best practices and distinguishes publication planning and medical communication professionals who are truly qualified to contribute to best practices in this complex and specialized area.

## 1.2 Certification Overview

To achieve certification, candidates must pass a 150-item, multiple-choice, computer-based examination, which is administered twice annually at approved testing centers, and online via OnVUE, Pearson's online proctoring technology. The candidate is allowed 3 hours to complete the examination.

The certification examination is offered during two month-long testing windows each year: March 1-31 and September 1-30. Approved testing centers are available worldwide, or a candidate may take the exam online via OnVUE, Pearson's online proctoring technology. Applications are processed by ISMPP, and the computer-based examination is delivered by Pearson VUE through a partnership with Professional Testing, Inc. Candidates receive a web link to a list of available test sites, or to opt in to the online exam once their applications for examination have been processed and approved, and scheduling begins. If you cannot find a testing site in your local area, contact ISMPP ([cmpp@ismpp.org](mailto:cmpp@ismpp.org)), or you may choose to take the exam online.

To be considered for the certification examination, an interested medical publication professional must do the following:

- Meet eligibility requirements
- Submit the application and fee to ISMPP
- Select an examination testing site and date following receipt of eligibility notification



## 2. CERTIFICATION ELIGIBILITY

To qualify, an applicant must meet one of the two following eligibility criteria:

### Certification Eligibility Option A

1. Bachelors Degree from an accredited college/university, or an equivalent educational degree, as determined by ISMPP and
2. Four thousand (4,000) hours of active, verifiable employment predominantly involving developing a publication plan, implementing a publication plan, and fostering ethical and compliant behavior in publications. Such qualifying work includes employment with medical publication planning or communications agencies; pharmaceutical companies; biotechnology or device companies; and/or medical publishing firms.

NOTE: Four thousand (4,000) employment hours and/or freelance/contracted assignment hours are the equivalent of 2 years of full-time work experience.

**-OR-**

### Certification Eligibility Option B

1. High School Diploma or an equivalent completed educational course of study as determined by ISMPP and
2. Ten thousand (10,000) hours of active, verifiable employment predominantly involving developing a publication plan, implementing a publication plan, and fostering ethical and compliant behavior in publications. Such qualifying work includes employment with medical publication planning or communications agencies; pharmaceutical companies; biotechnology or device companies; and/or medical publishing firms.

NOTE: Ten thousand (10,000) employment hours and/or freelance/contracted assignment hours are the equivalent of 5 years of full-time work experience.

Applicants are not required to submit documents verifying that the required eligibility requirements have been satisfied (eg, transcripts, diplomas, CVs, client and project listings, named contacts). However, approximately 10% of applicants may be audited, at which time candidates will be asked to provide this information. Moreover, the accuracy of all application representations may be reviewed by ISMPP at any time.



## 3. EXAM TESTING OPTIONS

Candidates may take the CMPP exam online\* at their home or office, or at a Pearson VUE test center.

### 3.1 OnVUE: Remote Proctored Exam Option

OnVUE is Pearson's online proctoring technology that delivers the CMPP exam. To use OnVUE, a candidate must have an internet connection, webcam, and the OnVUE software, which is downloaded prior to exam day.

OnVUE implements live monitoring. Test takers are monitored by artificial intelligence and a Pearson VUE-certified proctor via webcam and microphone during the exam. Exams are terminated immediately if prohibited behavior, such as cell phone use, reading references, talking to another individual, is detected.

#### 3.1.1 Technical Requirements to Use OnVUE

- Internet connection
- Desktop or laptop (tablets and touchscreens may NOT be used)
- Single monitor (extra monitors are prohibited)
- If using a laptop with an external monitor, the candidate must have an external mouse, keyboard, and webcam. The lid of the laptop must remain closed)
- Use of a personal computer rather than a work computer is recommended, as work computers may have additional security that could interfere with the testing session

#### 3.1.2 Requirements for the Testing Environment

- The candidate test area must be in a walled room, with a closed door and without distractions.
- Nobody can enter the room during testing. If another person enters the room during testing, the exam will be terminated and candidates will have to apply again and pay the exam fee to retake the exam at another time.
- Test takers must demonstrate that their desk surface is clean and not within arm's reach of books; notepads; sticky notes; papers; pens or other writing instruments; or any other articles.
- Additional monitors and computers must be turned off and unplugged.
- Items on the walls with writing on them, such as whiteboards, will be inspected.

#### 3.1.3 Specific Rules that Apply to the Online Exam

Test takers are not permitted to leave the room where they are taking the exam. Breaks are not allowed for any reason. If the test taker leaves the room, the proctor will end the exam session and the candidate will not be allowed to continue testing. If the exam session is terminated, candidates will have to apply again and pay the exam fee to retake the exam at another time. Water in a clear glass is allowed during testing; however, eating, smoking, and chewing gum are prohibited.

\*Pearson does not deliver online exams in China, Cuba, Iran, North Korea, Sudan, or Syria. Testing may also be suspended throughout Russia, Belarus, and the Donetsk, Luhansk, Sevastopol and Crimea regions of Ukraine (as noted in the Pearson authorization e-mail sent to candidates).



If you violate any of the following rules during your OnVUE exam session, your exam will be terminated, and your exam fee will be forfeited.

- You **MUST** stay within your webcam view once you have checked in
- You cannot move your webcam once your exam session has begun
- You cannot get up and walk around
- You cannot leave your testing environment
- Nobody may enter your testing environment
- Nobody's voice should be heard
- You may not mumble or speak out loud
- You may not access unauthorized materials (eg, mobile devices, watches, or any other item not allowed)
- You may not use headphones or a headset (wired or Bluetooth), unless you have received explicit approval before your exam session
- You may have a beverage in any container, but food and smoking are not permitted
- You must remain fully clothed throughout the entire session
- You may not take a break at any time during the exam session

For more information about OnVUE and the CMPP online exam, visit <https://www.ismpp.org/exam-details>.

### 3.1.4 Resources Available for Candidates taking the Online Exam

The following links provide detailed information about OnVUE and the OnVUE test experience. It is strongly recommended that candidates review all available information before initiating the online exam.

There are many policies and procedures that must be followed or the candidate risks termination of their exam for rule violations. In this circumstance, the candidate forfeits all exam fees, and must apply again (and submit all fees) to take the exam in the future.

For security purposes, please expect proctors to ensure that you strictly adhere to all exam rules. If you believe that potential disruptions from proctors during your exam will be distracting, you may consider taking the exam at a test center.

- <https://home.pearsonvue.com/pti/onvue> (be sure to click on guide to taking your exam online and Technical Requirements)

In addition, the following 1- to 3-minute OnVUE videos are available to prepare the candidate for the online exam.

Topic	Link
Introduction to Online Exams	<a href="https://vimeo.com/756893809/956662eeaf">https://vimeo.com/756893809/956662eeaf</a>
OnVUE vs Test Centers	<a href="https://vimeo.com/756893936/9e30f83010">https://vimeo.com/756893936/9e30f83010</a>
OnVUE Exams: What to Expect on Exam Day	<a href="https://vimeo.com/756894092/a2c25df767">https://vimeo.com/756894092/a2c25df767</a>
OnVUE Exams: System Check	<a href="https://vimeo.com/756894466/b8f4f96503">https://vimeo.com/756894466/b8f4f96503</a>



## 4. APPLICATION COMPLETION AND FEES

Applications for the CMPP examination can be submitted from the ISMPP website (<http://www.ismpp.org/exam-details>). An application will not be processed until it is complete.

### 4.1 Application Submission Instructions

Applicants should complete all sections of the application that pertain to personal information, to facilitate timely communication and expedite processing. ***During the application and certification process, it is the applicant's responsibility to keep ISMPP and Pearson VUE informed of changes to contact information so that he/she will continue to receive all certification updates and renewal notices.***

#### Application requirements:

- Completed application form
- Original or electronic signature, attesting that the information provided is truthful and complete

The completed application and fee should be submitted electronically. If you are having difficulty with your submission, please contact the CMPP Office at [cmpp@ismpp.org](mailto:cmpp@ismpp.org).

#### 4.1.1 Payment Methods

All fees must be paid in US funds and may be paid by using Visa, MasterCard, or American Express. Fees may also be paid by money order or cashier's check made payable to ISMPP. **Application fees are nonrefundable.**

#### 4.1.2 Incomplete Applications

Candidates with incomplete applications will be notified about what is required to complete their application before processing. A candidate will have 90 days from the date of notice to supply the missing information so that the candidate may sit for the exam within the 1-year timeframe of eligibility. Candidates not completing the deficiencies within 90 days will be deemed ineligible to sit for the examination and the candidate's application will be closed. Application fees are nonrefundable, and the candidate must begin the application process anew (with all applicable fees) if applying for a future test.

#### 4.1.3 Ineligible Candidates/Application Refusal

Applications for the CMPP examination may be refused for any of the following reasons:

- Ineligible candidate per the eligibility requirements
- Falsification and/or misrepresentation of credentials on application
- Missed application deadlines. Every effort will be made to review applications received after the deadline in a timely manner to enable candidates to schedule the exam within the test window.
- Failure to submit a complete application

**The application portion of the certification fee is nonrefundable; testing fees will be refunded.**



## 4.2 Application and Fees

Completed applications should be submitted 30 days before the start of the testing window (see schedule below).

Testing Window*	March 1-31	Sept 1-30
Application Deadline†	On or before February 1	On or before August 1
<b>Examination Fee Due with Application‡</b>	\$575	\$575
<b>Examination Retake Fees</b>	\$195	\$195

\*When the last day of the month falls on a Sunday, the testing window will close on the last Saturday of the month.

†Every effort will be made to process applications received after the deadline in a timely manner to enable candidates to schedule the exam within the test window.

‡Exam applicants must be ISMPP members. Member fees must be paid before an applicant can access the exam application.

The total examination fee includes a combined non-refundable application (\$375) and testing (\$200) fee and should be received with a completed application at least 30 days before the beginning of the testing period. If an application is received fewer than 30 days before the start of the testing window, every effort will be made to process it in a timely manner to enable the candidate to schedule the exam within the test window.

### 4.2.1 Change Testing Location, Date, or Time

Changes to the testing location, date, or time are accepted up to 24 hours before the originally scheduled date and time by contacting Pearson VUE. However, it is recommended that the applicant contact Pearson VUE at least 72 hours before the originally scheduled time to increase the chances of successfully finding an alternative option. Candidates who cancel their examination less than 24 hours before the examination date will forfeit all of their fees, and will be required to reschedule their examination date and submit a new certification exam application. You may cancel or reschedule your online proctored exam up to 1 hour before your scheduled appointment.

### 4.2.2 Exam Test Date Deferrals

Upon approval of the exam application, candidates may request in writing (via email to [cmpp@ismpp.org](mailto:cmpp@ismpp.org)) to defer their exam to the subsequent test window. The request must be made at least 72 hours before their scheduled exam appointment. The deferral will be considered once the candidate provides confirmation that their current exam appointment has been canceled and they have paid the \$50 deferral fee (candidate will be invoiced deferral fee). Candidates must take the exam during the subsequent test window or they forfeit all fees and their exam application will be closed. An exception will be made for emergency situations for which the candidate can provide documentation. In this case, a second and final deferral may be granted. In all cases of medical/family emergencies, the \$50 deferral fee will be waived.

### 4.2.3 Emergency-Related Reschedule Fee

Candidates who do not show up for the test because of a serious personal or medical emergency (with proven documentation) or a death in their immediate family may reschedule the examination by submitting written documentation of the extenuating circumstance within 10 days of the missed test date. This documentation should be sent directly to the ISMPP CMPP Office at [cmpp@ismpp.org](mailto:cmpp@ismpp.org).

#### **4.2.4 Examination Retake Fees**

In the event that a candidate fails the examination, the candidate may apply to retake the examination during the next testing window for a retake fee of \$195. The examination retake must be scheduled during the subsequent test window; otherwise, the candidate is considered a new applicant, and all original application and testing fees will apply..

#### **4.2.5 Application Withdrawal or Rejection**

Written request from the candidate to withdraw from the exam is required by the application deadline for the candidate to receive a refund of their examination fee of \$200. Application fees (\$375) will not be refunded. No refund will be applied for withdrawal requests received after the application deadline. Candidates withdrawing after the application deadline will be required to submit a new application for a future testing date and pay a new application fee. Rejected applicants will also forfeit their application fee (\$375), but will be refunded the testing fee (\$200).

#### **4.2.6. Forfeiture of Exam Fees**

The following circumstances will result in forfeiture of all exam fees. Candidates will be required to submit a new exam application and all required fees if they wish to take the exam in the future.

- Failure to cancel 24 hours prior to exam appointment at a test center or 1 hour prior to an online exam
- Failure to make an exam appointment after application approval
- Failure to appear at the scheduled test site
- Failure to arrive within 15 minutes of exam appointment
- Failure to provide proper/sufficient forms of identification
- Failure to comply with all OnVUE rules during online exam



## 5. SCHEDULING THE EXAMINATION

The examination will be held during two month-long testing windows. The first exam window each year is March 1-31; the second is September 1-30. Approved testing center locations are available worldwide. You will receive a web link from Pearson VUE to a list of available testing sites, or to choose the option to take the exam online once your application for examination has been approved and scheduling has begun. To view a current list of test centers, visit [home.pearsonvue.com/ismpp](http://home.pearsonvue.com/ismpp).

### 5.1 Examination Notification and Scheduling

Candidates who submit a completed application with examination fee and successfully meet the eligibility requirements will receive an e-mail notice from Pearson VUE to schedule their examination. The e-mail will provide detailed instructions for accessing the online test scheduling system, which will provide testing locations and dates. Once a testing location and date are selected, an e-mail confirmation notice will be sent to the candidate. Upon receipt of the confirmation, the candidate should review the confirmation to ensure all information is accurate (eg, names are correct and match their 2 forms of ID). If a correction is needed, candidates should notify the testing agency by phone at

- 1.888.876.5064 (US/Canada only)
- Numbers for other regions may be found at [home.pearsonvue.com/contact](http://home.pearsonvue.com/contact).

The confirmation will also provide the candidate with information about what to bring to the testing center and details regarding the online exam and how they can familiarize themselves with the test system before the test day. ***Pearson VUE will send applicants a confirmation email each time an exam appointment is scheduled or rescheduled. If an applicant does NOT receive a confirmation email, they should recheck the status of their appointment.***

Candidates needing special accommodations to take the examination must notify ISMPP no later than 30 days before the preferred testing date.

### 5.2 Testing Site Cancellations

Pearson VUE reserves the right to cancel any testing site/date and will notify the candidates before testing to provide an opportunity for rescheduling. If a candidate is unable to reschedule his/her testing site/date within the current testing window, accommodations will be made for the candidate to take the test during the next test window with no additional fees incurred.

### 5.3 Contact Information Change Request

In the event of e-mail address or name change, candidates must notify ISMPP at [cmpp@ismpp.org](mailto:cmpp@ismpp.org). Test results are sent via e-mail. Correct contact information ensures timely delivery of exam results.



## 6. EXAMINATION PREPARATION REQUIREMENTS

### 6.1 Subject Matter Tested in the Examination

Medical publication professionals have significant responsibility related to publishing clinical research and information. Certification demonstrates a CMPP's in-depth knowledge and understanding of the publication planning process and best practices for efficient execution of the plan. A myriad of skills, abilities, and tasks are integral components of the medical publications professional's responsibility. These form the body of knowledge that is the foundation of the examination, which is also referred to as the examination blueprint.

Duty	Tasks
<b>Develop Publication Plan</b>	<ul style="list-style-type: none"> <li>• Research the disease and therapeutic landscape</li> <li>• Identify data to be published</li> <li>• Identify and assess each audience's informational and educational needs</li> <li>• Define scope of plan</li> <li>• Manage Publication Steering Committee</li> <li>• Apply scientific communication platforms</li> <li>• Develop tactical plan</li> <li>• Monitor evolving trends</li> </ul>
<b>Implement Publication Plan</b>	<ul style="list-style-type: none"> <li>• Identify and engage authors/contributors for publication</li> <li>• Follow appropriate writing, review, and approval process</li> <li>• Manage administrative aspects of publication plans</li> <li>• Track metrics of individual publications and overall plan</li> <li>• Monitor evolving trends</li> </ul>
<b>Foster Ethical &amp; Compliant Behavior in Publications</b>	<ul style="list-style-type: none"> <li>• Maintain knowledge of relevant standards, guidelines, and position statements</li> <li>• Apply standards of ethical conduct</li> <li>• Ensure appropriate disclosures are made</li> <li>• Ensure contributors are acknowledged</li> <li>• Monitor evolving trends</li> </ul>

## 6.2 Examination Preparation

Each candidate comes to the examination with unique knowledge, experience, and educational background. The examination is designed to demonstrate a level of proficiency that should be achieved when the eligibility requirements are met. Many applicants may choose to take the examination without any preparation, while others may wish to study. Although it is not an all-inclusive list of resources, below is a list of suggested reading materials and websites that address a sample of the information covered in the examination. Additional resource materials are available on the ISMPP website <https://www.ismpp.org/cmpp-study-resources>.

Resource	Access
CMPP Code of Conduct	<a href="http://www.ismpp.org/code-of-conduct">www.ismpp.org/code-of-conduct</a>
ISMPP Code of Ethics	<a href="http://www.ismpp.org/ismpp-code-of-ethics">www.ismpp.org/ismpp-code-of-ethics</a>
DeTorra LM, Toroser D, Sykes, A, et al. Good publication practice (GPP) guidelines for company-sponsored biomedical research: 2022 update. <i>Ann Intern Med.</i> 2022. doi:10.7326/M22-1460.	Publication: <a href="https://www.acpjournals.org/doi/full/10.7326/M22-1460">https://www.acpjournals.org/doi/full/10.7326/M22-1460</a> Supplement: <a href="https://www.acpjournals.org/doi/suppl/10.7326/M22-1460">https://www.acpjournals.org/doi/suppl/10.7326/M22-1460</a>
Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals	<a href="http://www.icmje.org">www.icmje.org</a>
The EQUATOR Network	<a href="http://www.equator-network.org/">www.equator-network.org/</a>
American Medical Writers Association	<a href="http://www.amwa.org">www.amwa.org</a>
European Medical Writers Association	<a href="http://www.emwa.org">www.emwa.org</a>
Committee on Publication Ethics (COPE)	<a href="http://www.publicationethics.org">www.publicationethics.org</a>
Consolidated Standards of Reporting Trials (CONSORT)	<a href="http://www.consort-statement.org">www.consort-statement.org</a>
Test Taking Tips	<a href="http://www.ismpp.org/cmpp-study-resources">www.ismpp.org/cmpp-study-resources</a>
Commonly Used Acronyms	<a href="http://www.ismpp.org/cmpp-study-resources">www.ismpp.org/cmpp-study-resources</a>
ISMPP U presentations	ISMPP U Archives at <a href="http://www.ismpp.org">www.ismpp.org</a>
Annual Meeting sessions	Annual Meeting Archives at <a href="http://www.ismpp.org">www.ismpp.org</a>

### 6.3 Sample Examination Questions

1. Which of the following should both parties do when differences arise regarding interpretation of clinical trial results between company scientists and external investigators?
  - A. Work to find a mutually acceptable solution through scientific debate
  - B. Defer to the party that funded the research
  - C. Defer to solutions from the largest contributor of data to the study
  - D. Work to find a solution that aligns with the strategy of the study sponsor
2. For which of the following publication formats is it advisable to keep the word count to 250 words or less?
  - A. Letter to the editor
  - B. Abstract
  - C. Poster
  - D. Open-access publication
3. What does the Impact Factor measure?
  - A. How frequently the journal is issued
  - B. How frequently a journal's articles are cited
  - C. How frequently the journal is mentioned in the lay press
  - D. How frequently the journal publishes original research
4. What **IMPORTANT** input does a literature gap analysis provide to the publication strategy?
  - A. Identify congresses where abstracts were presented
  - B. Define the scientific statements for the publication
  - C. Analyze the number of clinicians/surgeons that have used the product for indications discussed in selected publications
  - D. Identify the unaddressed areas of the searched literature
5. Which of the following **BEST** identifies why permissions need to be obtained prior to using a table or figure from a published work within a manuscript under development?
  - A. To honor the copyright on the original table or figure
  - B. To provide the author with an additional citation for his or her work
  - C. To allow the author of the manuscript under development to make modifications to the original table or figure
  - D. To compensate the original author for his or her work
6. Which of the following provides a comprehensive list of ongoing clinical research in a given therapeutic area?
  - A. Study sponsors
  - B. ClinicalTrials.gov
  - C. National Institutes of Health
  - D. Food and Drug Administration



7. According to ICMJE criteria, in which circumstance is prior publication of data considered acceptable?
- A. When published in a letter to the editor with disclosure of some, but not all, of the data
  - B. When published on ClinicalTrials.gov in the form of a brief structured abstract or table
  - C. When published as a brief communication in a journal with a small circulation
  - D. When published in detail on the sponsor's website
8. Which of the following BEST describes the role of the corresponding author of a manuscript?
- A. The corresponding author contributed to the design of the study, critically reviewed and approved the manuscript, and serves as the primary point of contact with the journal
  - B. The corresponding author was responsible for assembling the disclosure forms for the other authors and serves as the main point of contact with the journal
  - C. The corresponding author was responsible for submitting the manuscript and acting as the point of contact with the journal
  - D. The corresponding author obtained funding for the study, oversaw the research, and submitted the manuscript to the journal on behalf of the other authors

**Sample Questions Answer Key: 1:A; 2:B; 3:B; 4:D; 5:A; 6:B; 7:B; 8:A.**

#### **6.4 Computer-Based Examination Demonstration**

Pearson VUE, the testing agency that oversees administration of the examination, has a short tutorial that familiarizes candidates with the examination software's user interface. Candidates will receive a link to the tutorial with their authorization to test e-mail and will be able to access the tutorial at the exam site before the exam. Once candidates begin taking the exam, they may still also go back to the tutorial, but the exam time clock does not stop. It is therefore recommended that candidates review this tutorial before arriving at the testing facility. Candidates can access this demonstration at Pearson VUE's website (<http://pearsonvue.com/athena/>).



## 7. EXAMINATION DAY

The CMPP examination is a computer-based, 150-question, multiple-choice test. Candidates should plan to arrive at the testing center, or login to OnVUE no later than 15 minutes before the start of the testing session. Those arriving more than 15 minutes after the start of the exam may not be allowed to sit for the examination and will need to reschedule for another testing date. A candidate will have 3 hours to complete the examination, which includes the time used to access the exam and familiarize yourself with the computer-based system. Once begun, no additional time will be added to the clock.

### 7.1 Proof of Identification

Candidates must provide two forms of valid ID if taking the exam at a test center, one primary with a photo and signature, and one secondary with a signature. Candidates taking the online exam must provide 1 valid form of ID with a photo and signature. If the candidate does not provide the proper IDs, the candidate will not be allowed to test. The candidate's name on the identification must **EXACTLY** match the name on the CMPP Application. Professional Testing Inc. accepts the standard forms of ID.

**Acceptable forms of identification include (must be valid/unexpired):**

#### Primary

- Government-issued driver's license
- State/national identification card
- Passport\*
- Military ID\*
- Alien registration card (green card, permanent resident visa)
- U.S. Passport card
- U.S. Dept. of State Driver's License

\* The primary ID must contain a photo & signature unless the signature is embedded in the identification. When this occurs, the candidate must present another form of signature identification from the primary or secondary list.

#### Secondary

- Any ID on the primary list
- Social Security card
- Credit/bank ATM card (signature required)

## 7.2 Test Center Examination Rules

Admittance to the examination testing site is by appointment only. The following rules are enforced at the testing site to ensure consistent and fair testing experiences for all candidates.

- Candidates must arrive at the testing site no later than 15 minutes before and no later than 15 minutes after the examination is scheduled to begin
- Candidates must present an approved, unexpired form of identification with a photo and signature, and a second form of identification with signature
- Candidates must present the printout of the examination confirmation e-mail
- No examination materials, documents, or memoranda are allowed into or out of the testing room
- No questions may be asked concerning the content of the examination during the examination period. Candidates should listen carefully to directions given by the proctor
- Smoking is not allowed in the testing room
- All examinations may be monitored by audio and/or video format
- No breaks are scheduled during the examination. Candidates who need to leave the testing room for a break will be required to sign out of and back into the testing room and present their photo identification upon re-entry, and will not be allowed additional testing time
- Candidates who clearly violate testing procedures will be removed from the testing room and their test will be terminated, deemed spoiled, and not scored
- **Prohibited Items:** Candidates are expressly prohibited from bringing the following items to the test site:
  - Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
  - Notes, books, dictionaries, or language dictionaries
  - Book bags or luggage
  - iPods, mp3 players, headphones, or pagers
  - Calculators, computers, PDAs, or other electronic devices
  - Personal writing utensils (ie, pencils, pens, and highlighters)
  - Watches
  - Food and beverage
  - Hats, hoods, or other headgear

An area will be provided for storage of such materials. Pearson VUE, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

Candidates are prohibited from disclosing, publishing, reproducing, or transmitting for any reason any portion of the examination in any form and by any means (verbal or written) without express written permission of ISMPP. Violations will result in exam disqualification and will be reported to the ISMPP Certification Board for possible further disciplinary action.

### 7.3 Reasonable Accommodations

The ISMPP certified medical publication professional program does not discriminate among candidates on the basis of age, sex, race, religion, national origin, disability, sexual orientation, or marital status.

Reasonable accommodations will be provided on a case-by-case basis to candidates with disabilities to ensure that they are given a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Determination of reasonable accommodations is based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations are generally provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (eg, walking, talking, hearing, and performing manual tasks), have a record of such physical or mental impairment, or are regarded as having a physical or mental impairment.

The need for special accommodations must be indicated on the application. The candidate must also submit written documentation provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations. Accommodation requests must be submitted to ISMPP not later than 30 days before the testing date. The candidate may be responsible for any fees associated with the accommodation over \$300 if they wish to take the exam.

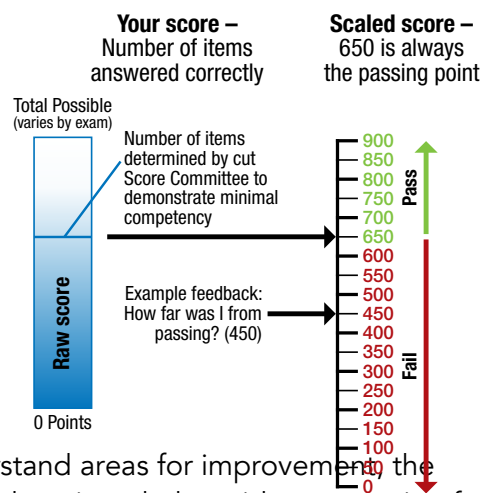
## 8. EXAMINATION SCORING

The passing score of the CMPP examination is determined by a criterion-referenced procedure known as standard setting. Experts in the field review the exam questions and evaluate them according to how successful a candidate with minimally acceptable competency would be in answering them. This determines a minimum passing raw score. Raw scores are scaled statistically to ensure that all versions of the examination are of equal difficulty.

The raw passing score is then mathematically converted to a scaled score between 0 – 900 of which a candidate needs a score of 650 to pass. Scaling is commonly done for this type of exam, so that comparable results are reported even when exam forms and raw passing scores vary over time. A scaled score is NOT a percentage score; rather, it is a transformation of a raw score.

ISMPP will notify candidates of their pass/fail status within 4 to 6 weeks of the close of the testing window (not after their individual exam). Exam window close dates are March 31 and September 30, respectively; however, ISMPP reserves the right to extend the test window for special circumstances.

To help candidates who fail to pass the exam (ie, a score <650) understand areas for improvement, the candidate will receive their scaled score and performance by content domain to help guide preparation for retaking the exam.



### 8.1 Digital Certificate

Successful exam candidates will receive a digital certificate, or badge, acknowledging them as a Certified Medical Publication Professional. Digital badges are convenient, portable, and web enabled. The digital badge contains certification issue and expiration dates in addition to other relevant information.

### 8.2 Retaking the Examination

Candidates who fail the examination may reapply to take the examination during the next testing window. They must complete an application, check the re-take Applicant box, and submit a retake fee of \$195.

### 8.3 Appealing the Results

ISMPP has a formal certification appeals procedure that can be found on the website ([https://www.ismpp.org/assets/docs/Certification/Conduct%20Case%20Procedures\\_Final.pdf](https://www.ismpp.org/assets/docs/Certification/Conduct%20Case%20Procedures_Final.pdf))

### 8.4 Maintaining Certification

The CMPP certification must be renewed every 5 years. Certificants have 2 options for obtaining recertification:

- CMPP examination, whereby certificants may take the then prevailing examination to recertify for a further 5-year period
- CMPP recertification process; for detailed information on recertification, visit (<http://www.ismpp.org/recertification>).



## 9. EXAMINATION CONDUCT RULE

### 9.1 Certification Program Administration

The certification program is overseen by the ISMPP Certification Board and is administered by Professional Testing, Inc and Pearson VUE, under the supervision of ISMPP. The ISMPP Certification Board operates semi-autonomously within ISMPP, and is responsible for appropriate development, evaluation, supervision, and administration of all aspects of the ISMPP Certification Program.

### 9.2 Certification Revocation

Please refer to the appropriate section of the ISMPP website for more information on certification revocation (<https://www.ismpp.org/code-of-conduct>).

### 9.3 Application Requirements Checklist

This checklist is for your benefit only and should not be submitted to the CMPP Office.

- I have met one of the following education/experience requirements:
  - Bachelor's degree from an accredited college/university or an equivalent credential and at least 2 years of demonstrated professional experience in the medical publications field.
  - High school diploma (or equivalent) and at least 5 years of demonstrated professional experience in the medical publications field.
- I have completed the application.
- I have made payment in U.S. funds by money order, cashier's check (payable to ISMPP), Visa, MasterCard, or American Express credit card.