LearningBuilder

Frequently Asked Questions

What is LearningBuilder?

LearningBuilder is a state-of-the art certification management solution specifically built for the CMPP™ credential. The system provides convenient 365/24/7 access to ISMPP's CMPP certification platform, where all CMPP information and activity are stored, including:

- Your CMPP™ Profile and Account

- Certification Application

- Recertification Application

- Continuing Education (CE) Activity

- Mentor Volunteer Application

- Mentor Request Application

The platform offers an easily navigated CMPP profile/account and user-friendly certification and recertification application processes. Candidates and CMPPs receive routine reminders for application deadlines and certification expirations directly from LearningBuilder. For active CMPPs, LearningBuilder assembles an automated running total of all CE credits by year and category. Entering pre-approved activities and accompanying documentation is as simple as one click, and request for credit for activities that are not pre-approved is an integrated part of the credit tracking function. For CMPPs who attend ISMPP U webinars and meeting sessions at ISMPP meetings, ISMPP can upload credits on behalf of CMPPs, thereby eliminating the need for entering these individual activities by CMPPs.

How do I log in to LearningBuilder?

Visit www.ismpp.org/my-CMPP-login for links to access LearningBuilder. Access to LearningBuilder is based upon ISMPP member status.

If you are an ISMPP member, you log in to LearningBuilder using the ISMPP Member link. You will be directed to the ISMPP member login page. After you log in, LearningBuilder will launch. This allows LearningBuilder to synchronize information in your ISMPP member profile with your CMPP profile in LearningBuilder.

If you are *not* an ISMPP member, you may still access your CMPP profile/account and update your CE activity in LearningBuilder by using the non-member link. After clicking the link, you will be directed to the login page of LearningBuilder. You can view your CMPP profile and use the credit tracking function in the recertification application. The first time you log in to LearningBuilder, you will be prompted to set up password.

If you need to submit your **certification or recertification application**, you must use the ISMPP **Member** link to log in to LearningBuilder, and if you are not a current member of ISMPP, you will be prompted to pay a non-member administrative fee that includes a year of ISMPP membership.*

Although you may opt out of your ISMPP membership, the non-member administrative fee is required and non-refundable. Renewing your ISMPP membership yearly is recommended, as it provides many opportunities to earn recertification credits, including free monthly ISMPP U webinars and access to member archives, which contain pre-approved ISMPP U recordings and conference sessions.

Do I need to be an ISMPP member to access LearningBuilder?

ISMPP membership is not required to access LearningBuilder. CMPPs who are not active ISMPP members may still view their CMPP profile and use the credit tracking function in LearningBuilder free of charge. However, to submit a certification or recertification application, the ISMPP **Member** link must be used to log in to LearningBuilder, which will prompt payment of a non-member administrative fee if you are not an ISMPP member that includes 1 year of ISMPP membership.*

Although you may opt out of your ISMPP membership, the non-member administrative fee is required and non-refundable. Renewing your ISMPP membership yearly is recommended, as it provides many opportunities to earn recertification credits, including free monthly ISMPP U webinars and access to member archives, which contain pre-approved ISMPP U recordings and conference sessions.

Will I receive communications from LearningBuilder?

Communications from LearningBuilder will be sent to the email address in your CMPP profile in LearningBuilder, which in turn is derived from the email address in your member profile on the ISMPP website. You may also access all your communications in LearningBuilder under "Communications" in the menu toolbar on the CMPP profile page.

What is the terminology used in LearningBuilder?

LearningBuilder uses specific terminology with respect to a medical publication professional's status in the system, as defined below:

- Applicant = Applied to take the exam

- Candidate = Approved to take the exam

- Practitioner = Medical Publication Professional with any status (eg, Applicant, Candidate, CMPP)

In addition, the credit tracker in LearningBuilder is referred to as the recertification application and *includes* the actual application in the final year of a CMPP's certification cycle.

How is my demographic profile in LearningBuilder derived?

Your demographic information (name, primary email, phone, address, organization, etc) is derived from the information in your member profile on the ISMPP website. LearningBuilder integrates with the ISMPP system to synchronize this information.

LearningBuilder uses the demographic data synchronized from your member profile on the ISMPP website for all your applications in LearningBuilder.

How do I change my personal information (eg, email, address, phone) in LearningBuilder?

All changes/updates to your demographic information (name, primary email, phone, or address) can ONLY be made in your member profile on the ISMPP website. These changes are then copied to LearningBuilder after you sign on to LearningBuilder via the Member link.

Where is my certification information (eg, issue date, certification number, expiration) in LearningBuilder?

Your CMPP profile in LearningBuilder stores all your certification information, which appears in the middle box on the profile page. Status refers to where you are on your certification journey (eg, applicant, candidate, CMPP, expired, etc). This area of the web page also includes certification number, certification issue date, certification end date (ie, expiration), and ISMPP membership expiration date.

Where is the CMPP exam application in LearningBuilder?

The certification exam application may be found under "Applications" in the menu bar of the profile page in LearningBuilder. If your status is CMPP, this application will not be available because you already hold the credential. Instead, you will find the mentor volunteer and recertification applications here.

Can I request ADA accommodations for my exam in LearningBuilder?

ADA accommodations are requested directly in the certification exam application in LearningBuilder. After a candidate submits the certification exam application, the attestation window appears with the exam accommodations tab. After entry of the required information, the request is reviewed by the Certification Program.

Can I defer my exam in LearningBuilder?

Once your certification exam application is approved, you may defer your exam to the subsequent test window by clicking the "defer" button at the top right of your application. You may only defer your exam to the next test window. In the defer window, relevant documentation must be uploaded if you request to waive your deferral fee due to a medical/family emergency. You will be prompted in subsequent windows to pay the deferral fee and confirm that your exam appointment has been cancelled. You will receive a message once your deferral request has been approved.

Is scheduling the CMPP exam still the same process?

Exam scheduling on the Pearson website follows the exact same process. Once your exam application is approved, you will receive an authorization to test message from Pearson 3 to 4 days later. The message will also appear under "Communications" in the LearningBuilder toolbar.

Will my digital badge still be issued by Credly?

Yes, digital badges will be issued by Credly exactly as they have in the past to new CMPPs.

How can I access my digital badge if I do not receive a notification from Credly?

CMPPs may log in to Credly at www.Credly.com. If you already have an account, use your current username and password to access your CMPP badge. If you have not set up an account, you may create an account at https://www.credly.com/users/sign_up.

Will I receive a digital badge notification after I recertify?

After a CMPP successfully recertifies (either by exam or by earning CE credits), the expiration date on their digital badge will be updated. If you would like to view your updated badge, you may log in to Credly at www.Credly.com. If you already have an account, use

your current username and password to access your CMPP badge. If you have not set up an account, you may create an account at https://www.credly.com/users/sign_up.

Where is the recertification application in LearningBuilder?

The recertification application may be found under "Applications" in the menu bar of the profile page in LearningBuilder. If your status is *not* CMPP, this application will not be available. It is noteworthy that **CMPPs will use the recertification application both to recertify *via exam* and by earning credits**. If your status is "CMPP", the Recertification Application will automatically open when you log in to LearningBuilder.

The Recertification application will show as "In Progress" under "Applications" for all CMPPs, regardless of the recertification pathway they intend to pursue (via exam or credit).

How do I enter CE credits in LearningBuilder?

CMPPs can enter CE credits any time during their certification cycle. To add a new activity to your tracker, click "Add Activity" in the Approved CMPP Continuing Education Activities section of the application. You may search the pre-approved activities (this screen is the equivalent of the Smartsheet previously used to identify CE activities) by many criteria, including:

- Keyword

- Course type (eg, ISMPP U, ISMPP Annual meeting, etc)

- Dates

- Domain

You then click on the relevant activity in Search Results. After clicking on your selected activity, the information associated with the selected activity will appear. You then simply upload documentation of proof of attendance. **If documentation is not uploaded, LearningBuilder will not allow submission of the activity**.

Can I track the progress of my required CE activity in LearningBuilder?

CMPPs can easily and quickly track their progress in fulfilling their recertification credit requirements in LearningBuilder. The Recertification Application will automatically open when active CMPPs log in to LearningBuilder. There are several bars at the top of the screen that show progress in all recertification requirements, including:

- Total of 3 years active employment, which you enter in Work History before the recertification application is submitted during the final year of the recertification cycle

- Total of 50 CE credits over 5 years of certification cycle

- 5 credits in each of the 3 content domains – develop publication plan, implement publication plan, and foster ethical and compliant behavior in publications

- Minimum of 5 credits during each year of certification cycle (Years 1 through 5).

The progress bars show percent completion as activities are added.

Do I need documentation to enter my CE activities in LearningBuilder?

As per the ISMPP Certification Program policy, documentation is required for each activity for which credit is claimed. If you do not upload documentation, LearningBuilder will not allow you to submit the activity, and it will not appear in your recertification application.

Can I request credit in LearningBuilder for an activity that is not pre-approved?

A CMPP may use the section "Request for Credit Approval" in the Recertification Application to request credit for an activity not on the pre-approved list of activities. The following information will be requested by the system (similar to the former "Request for Credit Approval" form):

- Course/session name
- Agenda/course description/learning objectives
- Educational provider

- Other faculty
- Your specific role
- Dates
- Preparation time (hours)
- Presentation time (hours)
- Hours in the relevant domain
- Supporting documentation*

*The activity cannot be submitted if supporting documentation is not uploaded.

What happens after my request for credit is submitted in LearningBuilder?

After your activity request has been submitted, the Recertification Committee will review your activity. Once approved, the activity will be automatically entered into your tracker, with no further actions required by you.

How do I request a CMPP Mentor in LearningBuilder?

The CMPP Mentor Program is now administered through LearningBuilder. Both the mentor request and mentor volunteer forms are now in "Applications" in the toolbar in LearningBuilder. Once a practitioner has "Candidate" status – their application has been submitted and approved – they may request a mentor. Mentor assignments and communications occur in LearningBuilder.

Can I submit a mentor volunteer form in LearningBuilder?

CMPPs may volunteer to become a mentor by submitting the mentor application under "Applications" in the menu bar. After the mentor volunteer form is submitted, you will receive a message in LearningBuilder regarding next steps in the process.

How are my credits for attending an approved ISMPP U webinar added to my tracker?

For CMPPs who register and attend an ISMPP U webinar that has been approved for CE credit, ISMPP will upload the required information into each participant's credit tracker on their behalf. In this situation, documentation is not required. This benefit is limited to those participants of the live webinar (not applicable to those who listen to the recorded version).

How are my credits for attending live ISMPP meeting sessions added to my tracker?

For CMPPs who attend live sessions that have been approved for CE credit at ISMPP meetings (eg, Annual, EU, Academy), ISMPP will upload the required information for each attended session into each participant's credit tracker on their behalf. ISMPP will collect attendee information via scanning of a QR code by the CMPP that is available during each meeting session. In this situation, documentation is not required.

If an attendee does not or chooses not to scan the QR code for a specific session, that activity will not be added by ISMPP to their credit tracker. The CMPP will have to add the session to their credit tracker on their own and provide the required documentation of attendance if they wish to claim credit.

Where can I learn more about LearningBuilder?

Click here to view the recording of the ISMPP U webinar that provided a comprehensive overview of LearningBuilder.

Note: To view the free recording and slides, you may need to sign in to the ISMPP Learning Hub or sign up for a free account by clicking on "Sign Up" in the upper right corner in the ISMPP Learning Hub.