

ABPMP CBPP® Recertification Requirements

Basic recertification policy for ALL certified individuals

All CBPP® certification holders are required to complete 60 credits for professional development through continuing professional education (CPE) or the equivalent (see below) every three years to maintain the currency and validity of their certification.

Failure to complete the required continuing professional education requirement in any recertification period will result in the suspension of the certification until a new examination has been successfully completed. If a new examination is not completed within one year, the certification will be revoked.

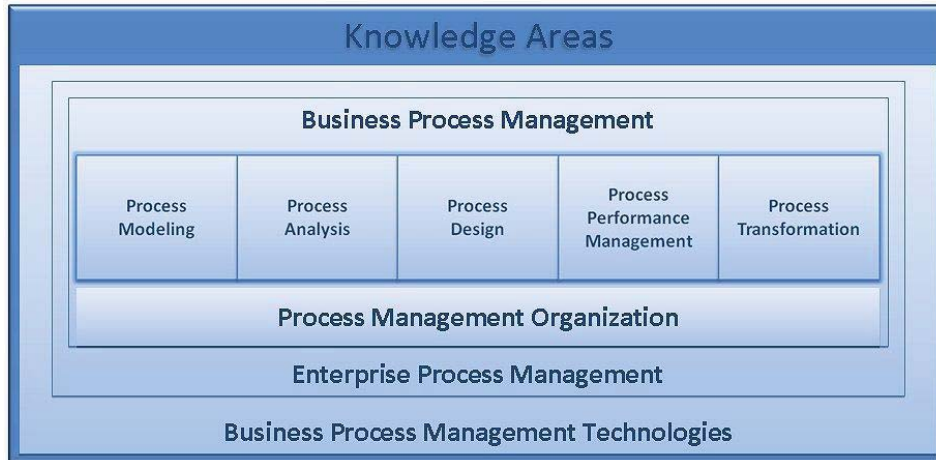
Recertification Period

The recertification period begins on the first January following the date of issue of your certification. CPE credits toward recertification should be reported prior to the end of the three year period. There will be a 120 day grace period following the last day of the recertification period in which reporting recertification credits will still be accepted as long as the credit was earned during the recertification period.

Professional Development

Recertification credits are awarded for various types of professional development activities. Satisfactory compliance with these guidelines allows the continued use of the CBPP® designation.

Activities aligned to the knowledge areas in the ABPMP BPM CBOK® and related subjects generally qualify.



Knowledge Areas in the ABPMP Guide to the BPM Common Body of Knowledge

Some examples of qualifying programs are in-house training, professional conferences, college and university classes, or training provided by an ABPMP Registered Training Provider. Many other activities such as participating in ABPMP programs, presenting at conferences, writing articles, and developing training also qualify.



The following programs which contribute to the member's professional competence are examples of the types of activities that are applicable toward recertification.

No more than 30 CPE credits can be credited from any one category of activity in each three year period.

ABPMP International Participation

- ABPMP Committees (1 CPE credit for each hour in committee meetings)
- ABPMP Leadership (10 CPE credits/yr for serving as a committee chair, chapter officer or director of ABPMP Int'l)
- Contributions to the BPM CBOK® development (1 CPE credit for each hour of participation)
- Submitting questions for the CBPP exam bank (1 CPE credit for every 1 question accepted)

Education/Training

- ABPMP Educational Meetings (1 CPE credit for each hour of attendance at an ABPMP meeting or event)
- Taking university/college courses (20 CPE credits per class)
- Taking RTP training classes (1 CPE credit per classroom hour)
- In-house training (1 CPE credit per classroom hour, must submit documentation for approval)
- Self-Study (1 CPE credit per study hour, must submit documentation for approval)

Teaching/Training

- Teaching University/College courses (20 CPE hrs per unique class taught)
- Presenting training classes (1 CPE credit per contact hour per unique course, RTP or in-house training)
- Developing an RTP training or university class (10 CPE credit per course title)
- Developing an in-house training class (1 CPE credit per training hour)

Writing

- BPM Books (30 CPE credits per title)
- BPM related Articles/Blogs (5 CPE credit per publication)
- BPM related Case studies/Analyses/White Papers (5 CPE credit per publication)

Other Professional Activities

- BPM related public presentations (conference session, case studies, etc.) (5 CPE credit per title)
- Earning another professional certification (30 CPE for earning a related professional designation such as PMP, CBAP, CBA, CSA, CDMP, CBIP, CCP –does not include training program certificates)

To determine equivalent CPE credits use the following:

Programs from associations granting CEUs (continuing education units): number of CEUs = CPE credits.
For programs which do not state the number of hours use: 1 CPE for every contact hour (do not include time for breaks, lunch, etc)



Reporting

Members report compliance by submitting their professional development activities online at www.ABPMP.org and paying the annual recertification fee. Credits in excess of the 60 required may be credited to the following period only if they were earned in the last 6 months of the current recertification period.

Documentation and Record Retention

All submissions are subject to review, audit and approval by ABPMP International. Certificate holders bear responsibility for maintaining documentation of compliance with CPE requirements for a period of three years in case they are audited. For each program the following must be maintained:

- Sponsor/Provider
- Title and description of content
- Date(s)
- Location
- Copies of published articles must be maintained
- Documentation for submitted activities must include a certificate, grade report, transcript, or other material received from the activity sponsor.
- Documentation for authoring a book is the ISBN, Library of Congress Number or copy of the title page and table of contents
- Sponsoring organizations may submit educational evidence of completion on behalf of certification holders.

Exceptions to CPE Requirements

The following members are not required to recertify to maintain their credential:

- Retired

Request for Waiver of the ABPMP CPE Requirement

Members may request a waiver to the CPE Requirement for:

- Health
- Military Service
- Unemployment for more than 6 months (recertification period begins with re-employment)
- Other reasons as approved by the ABPMP Certification Committee

Appeals

Members may request review and exception for any activity that they believe should qualify that is not listed above. The Director of Certification will make the final determination on acceptance of evidence of professional activities qualifying for recertification credit.