



## FAQs for Specific Audiences

### CPIPs and CPIP Candidates

**As a CPIP or CPIP candidate how will I know specifically what has changed and how it affects me?**

- The CPIP website and all program materials will be updated with the operational details by 16 October 2013.
- Personalized communication specific to each CPIP and each active candidate will be sent by 25 October 2013.
- This communication will detail their individual application or credential status and the options available to them.

**My eligibility application has been submitted; what are my options?**

- **If you submitted your eligibility application before 1 June 2013, and eligibility has been approved**, you may submit an examination application, schedule and take the examination prior to 31 May 2014. If you are successful you will be awarded the CPIP certification. You would maintain your certification through the CPIP recertification process.
- **If you submitted your eligibility application after 1 June 2013, and eligibility has been approved**, you may submit an examination application, schedule and take the examination prior to 31 May 2014. If you are successful you will be awarded the CPIP certification. You would maintain your certification through the CPIP recertification process. Alternately, you may request a refund of your eligibility application fee.
- **If you submitted your eligibility application after June 1, 2013, and eligibility is pending**, you may complete the eligibility process, submit an examination application, schedule and take the examination prior to 31 May 2014. You would maintain your credential through the recertification process. Alternately, you may request a refund of your eligibility application fee.

**My examination application is approved and I have received an ATT (Authorization to Test); what can I do?**

- You must schedule and take your examination before the earliest of either the “Valid To” date on your ATT Letter or 31 May 2014 which is the date that the examination will be retired and no longer available.
- Those who choose to not take the test may opt to receive a refund of the test fee, but will not receive a refund of the eligibility application fee unless it was submitted after 1 June 2013.

**Is the CPIP credential available only to ISPE members?**

The CPIP credential may be obtained by ISPE members and non-members alike.



## Have the eligibility requirements for the CPIP credential changed?

- The eligibility requirements have not changed, but eligibility applications must be received by 30 November 2013 and the examination must be taken and passed by 31 May 2014.
- There are two eligibility requirements which must be met: **Education and Experience**. The details of these requirements are located at: <http://www.ispe-pcc.org/certified-pharmaceutical-industry-professional/eligibility>

## How do I apply for eligibility?

The CPIP Eligibility Application Handbook contains the instructions to submit the application.

- [Download the application handbook](#)
- [Download the eligibility application form](#)

## Will the applicants be required to take and pass an examination for the CPIP credential?

- Yes, once deemed eligible, successfully passing the CPIP examination is required to become certified.
- Candidates must submit the examination application, take and pass the examination prior to 31 May 2014.

## Is there a minimum or maximum time from the date of eligibility until the examination must be taken?

Eligible candidates may apply to take the examination at any time after the date of eligibility that they feel ready. **However, when the examination application is submitted and approved, the Candidate receives an Authorization to Test (ATT) requiring them to schedule and complete the examination within a six-month period or prior to 31 May 2014**, which is the last day that the examination will be offered

## If the exam is not passed, what is the retest procedure?

- Candidates who take and fail the CPIP certification examination prior to 31 December 2013 may retake the examination in 90 days. They must apply and retake the examination prior to 31 May 2014.
- Candidates must pay appropriate exam fees, submit a new examination application form (CPIP-TA-1) and continue to meet the eligibility criteria.
- Candidates who take and fail the examination after 1 January 2014 will not have an opportunity to re-take the examination.

## Is the examination “open book?”

No. It is closed book, although requested and approved translation dictionaries are allowed. Refer to the CPIP Eligibility Application Handbook for a description of approved dictionaries.



### **Will re-certification be necessary?**

- The CPIP credential is valid for three years and requires recertification to continue using the CPIP designation.
- For recertification, CIPs will need to submit a simple annual recertification application and certification maintenance fee (\$75.00/year) – this requirement is unchanged.
- For recertification, CIPs will also need to document professional development and acquisition of knowledge activities during the three year validity period. There are 9 professional development and acquisition of knowledge activities to choose from – this requirement is unchanged.
- CIPs will need to document these activities to achieve 60 recertification points over the three year period in order to be recertified. This requirement is unchanged.

## **CPiP Study Groups**

### **What does this mean for our current study group?**

- Study groups currently underway can continue as previously planned and scheduled.
- Members of the group can still obtain the CPIP if they choose to do so, provided they meet eligibility and timeline requirements.
- ISPE will continue to support the study groups with materials and technical assistance.

### **What does this mean for future study groups?**

- No future CPIP-specific study groups will be formed.
- ISPE is aware that access to the materials and learning environment provided by the study groups has been valuable to Chapters, Affiliates and Members.
- Working with and through Affiliates, Chapters and nonprofit partners, ISPE is exploring options for future learning opportunities modeled after the CPIP study groups.
- We expect to make further announcements in 2014.

## **ISPE Volunteers**

### **Will ISPE continue to use the seven CPIP knowledge elements?**

Yes. The underlying research that resulted in the knowledge elements is strong. Over the years this work has been reviewed at least three times and we are confident that it is still an accurate way to organize ISPE's body of knowledge.

### **My committee could use some additional people. Will the volunteers who served on the PCC and its committees consider other volunteer assignments?**

We hope the PCC volunteers will stay engaged with ISPE and consider other volunteer opportunities – they would be a valuable addition to any team. Please discuss your committee's needs with your staff project manager. He or she will assist you in recruiting additional volunteers. If you know a Member of the PCC and want to talk with them directly about their interest in your group, please also feel free to do that.