



# **Certification Maintenance Program (CMP)**

## **Candidate Handbook**

**October 2011**

**Subject to Change Without Notice**

## Acknowledgement

GPCI would like to thank Phyl Renninger, Ph.D. for her contributions toward the development of the GPCI Certification Maintenance Program (CMP). As part of her doctoral dissertation, Dr. Renninger undertook a review of recertification. Entitled *Development of a Post-Credentialization Plan and Recertification Process for the Emergent Grant Profession*, her research helped guide the design of the CMP program and this manual.

### **Grant Professionals Certification Institute Candidate Handbook for Certificate Maintenance**

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## Preface

In 1997 the Grant Professionals Association (GPA), formerly known as the American Association of Grant Professionals (AAGP) was created as the first professional organization devoted to the grants field. Historically, the grants profession was well hidden under the broad umbrellas of “nonprofit management” or “fund development,” with the terms “grant writing” and “fundraising” used interchangeably. However, over the last few years, largely due to the rise in charitable funding, the two terms have come to distinguish two separate professions. As the grants field emerges as a profession, validation and accountability will continue to increase in importance. As part of this movement, certification has become a foremost goal for the field. Toward this goal, GPA and its affiliate organization, the Grant Professionals Certification Institute (GPCI), unveiled the field’s first professional credential, the Grants Professional Certification (GPC) in 2007.

GPCI is committed to life-long learning and elevation of the grants field. In response to its vision, mission and values, GPCI has instituted a certification/recertification program. Entitled the *Certification Maintenance Program* (CMP), the program provides an opportunity for individuals to maintain their credential without the burden of re-examination. This Handbook outlines the CMP program, including expectations and procedures for maintaining the GPC over time. Please note that program requirements are subject to change. GPC awardees will always be notified of any changes, and that these changes will only go into effect at the commencement of their recertification cycle.

## GPCI Vision, Mission and Values

### Vision

Envision excellence and accountability in grantsmanship. Envision a philanthropic community assured of grant professionals who can successfully guide and shape the outcomes of their funding endeavors.

### Mission

GPCI is dedicated to strengthening the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

### Values

Among others, GPCI embraces the values of:

**Accountability:** We recognize and accept the responsibility to sustain, promote, grow and infuse certification into our field. To this end, we will strive to keep the organization financially sound and its certification process available to all who seek to be certified.

**Psychometric Integrity:** We ensure that GPCI testing products are developed within only the highest standards of validity, reliability and legal defensibility.

**Delivery of Certification:** We value the broad range of ways in which certification may be delivered to candidates: paper and pencil, online, and face to face. We will consider the diversity of potential applicants in the creation of certification programs.

**Challenging the Status Quo:** We seek to move the field of grantsmanship forward by challenging long-held assumptions, building new partnerships with all stakeholders and encouraging innovation and creativity.

**Strong Ethical Standards:** We seek to maintain only the highest of ethical standards, encouraging ourselves and those around us to act with integrity, fairness and a sense of respect for the responsibilities associated with the oversight of certification.

**Service to the Field's Constituents:** We seek to always keep the beneficiaries of philanthropy, education, government and other constituents "forward and center" as we make decisions that affect our field.

**Social Justice:** We seek to treat all people with respect and equality.

**Diversity:** We recognize that people have different cultural, linguistic, social, class and ethnic backgrounds. Each of us is enriched by the lives and experience of others. We will actively seek input, counsel and involvement from communities of color, the disabled community and from stakeholders who are under-represented in our field.

**Cultural Sensitivity:** We will demonstrate appreciation for others through active listening and respect for one another's values and norms. We will keep our minds open to new perspectives and challenge our own thinking.

**Life-Long Learning:** We encourage our community to hone its craft through life-long learning.

**Service to Our Community:** We recognize the importance of giving back to the community through service, pro bono work and other acts that strengthen the world around us.

**Collaboration:** We recognize the key to creating change is identifying our partners in the process and engaging in collaboration.

## Certification Maintenance Program

Every grant professional certified by GPCI is expected to participate in on-going professional development throughout their tenure as grant professionals. To promote life-long learning and enhanced professional demeanor and skill, GPCI established the GPCI Certification Maintenance Program (CMP).

The goal of the CMP is to assure the continuing competence of every Grant Professional Certified (GPC), including the adherence to professional standards and the Code of Ethics promulgated by those engaged in grant development and management. More specifically, GPCI seeks to ensure that GPCs continue to:

- obtain current professional development information;
- explore new knowledge in specific content areas;
- master new grantsmanship-related skills and techniques;
- expand approaches to effective grant development and management;
- further develop professional judgment; and
- conduct professional practice in an ethical and appropriate manner.

Because grant development, grant funding and/or grant management are dynamic and rapidly changing fields, individuals are awarded GPC certification for a period of three (3) years. In order to remain certified, candidates must re-sit for the GPCI examination or satisfy all certification maintenance requirements, including completion of the CMP application, and payment of the certificate maintenance fee every three years.

**Within a three-year period, GPC recertification candidates must engage in no less than 105 “hours” of profession-related activities.** In many, but not all cases, one hour of activity is assigned one “CMP point.” The CMP is designed around the honor system, meaning candidates will not be required to provide documentation for their CMP activities. However, GPCI will conduct ongoing random audits.

Candidates are not required to retake the GPCI examination. However, candidates may choose to sit for the current form of the GPCI examination in lieu of the Education requirements of the certificate maintenance application, as outlined in this handbook. Standard testing fees will apply.

## Continuing Education Categories

GPCI recognizes that the grant professional engages in life-long development to maintain and improve knowledge and skills for competent practice. This includes continuous self-assessment to identify professional strengths and learning needs, establishment of short and long-term goals for individual professional development, and selection of appropriate continuing education to meet these goals.

There are five categories from which candidates can earn CMP points. They are: Education; Grant Professional—Employment; Grant Professional—Contributions to the Field; Professional Service; and Independent Projects.

Candidates should choose continuing education opportunities that provide them with the most benefit, keeping in mind that the length and rigor of a program contribute to its value. Advance planning for continuing education enables candidates to choose more appropriate courses and control expenses more effectively.

As noted above, the CMP requires that GPCs earn 105 points of profession-related activities in two or more of the professional development categories described below. In many cases, one point represents one hour.

## **CATEGORY 1: EDUCATION**

### **60 points maximum**

Candidates earn one (1) point for each one (1) hour of continuing education workshops, seminars and conferences they have attended during the three (3) year CMP period. Points are also awarded for academic degrees related to the grant profession that have been conferred during the three (3) year CMP period.

### **Category 1: Education**

#### **■ Continuing Education Workshops, Seminars, Conferences, Webinars**

Continuing education workshops, seminars, conferences and GPA webinars (one point for each one hour attended). Partial points can be cumulated, such as 1.5 points for a ninety minute workshop. Evidence may include the program agenda, sign-in sheet or other appropriate documentation.

A minimum of 20% of total education points must be earned outside the candidate's institution. As illustration, courses taught by an outside speaker in the candidate's organization are applicable towards this 20%; a course taught by the candidate's supervisor at the institution's annual retreat would not be applicable towards this 20%.

GPCI also recognizes that certain continuing education opportunities, while not directly grant related, will enhance performance as a grant professional. Examples of such courses include: technology training, software package training, human resource principles, budget and finance, personal development and time management. Such topics are applicable for a maximum of 50% of the total points required for Category 1: Education.

Candidates are encouraged to attend *GPCI Approved CEU Provider*-sponsored events. AGGP is one such approved provider. CMP points for GPA sponsored events are as follows:

- Attendance at an GPA Regional Conference earns one point for every hour of workshop attendance. This includes keynote and luncheon speakers but not social events such as a welcome reception.
- Attendance at an GPA National Conference earns one point for every hour of workshop attendance, or a total of 20 points for full 2.5-day attendance. This includes keynote and luncheon speakers but not social events such as a welcome reception.
- Attendance at an GPA Chapter-sponsored workshop or meeting earns one (1) point for each hour of attendance.
- Participation in an GPA webinar earns one point for every hour of participation.

Special consideration is given to candidates who sit for certification during an GPA regional or national conference. GPCI recognizes that individuals who sit for the exam at GPA conferences experience a potential "timing issue" accruing GPA conference CEUs. In recognition of this timing issue, GPCI allows the following exceptions for individuals taking the exam at a national or regional GPA conference. These exceptions apply **ONLY** to a national or regional GPA conference.

- Individuals successfully passing the exam at the end of an GPA conference are allowed to accrue CMP points from that Conference.
- Individuals attending an GPA conference during the third year of maintenance, and it occurs no later than 15 days following a candidate's CMP expiration deadline, may count the conference. In order to exercise this option, candidates must send in paperwork showing proof of registration for the conference.

## ■ Academic Degrees

Newly academic degrees related to the grant profession acquired during the three (3) year CMP period will earn 30 points for one degree. Evidence may include transcripts or copy of diploma showing degree conferred. Degrees reflected on the candidate's original application to sit for certification do not apply.

## ■ Mentorship

A mentorship is defined as a formalized process whereby the mentee and mentor establish clearly defined goals, objectives and timeframe, and maintain logs, journals and/or portfolios of the work completed during the mentorship.

### Mentee

Individuals engaging in a formalized mentorship as a "mentee" can earn points in the following ways:

- for each hour of direct interactive mentorship specific to the grants field: one (1) point per hour
- for assigned reading specific to the grants field: one (1) point per three (3) hours of reading
- for assigned writing: one (1) point per two (2) hours of writing

The maximum amount of points a mentee can earn within this sub-category is 20 points.

### Mentor

Individuals engaging in a formalized mentorship as a "mentor" can earn points in the following ways:

- for workshops, classes or other related educational avenues that enhance mentorship skills (e.g., teach how to be a mentor, etc.): one (1) point per hour of instruction

As a **volunteer only** (paid mentorships or mentorships conducted as part of your paid job description may not be counted in this section.

- For each hour of direct interactive mentorship specific to the grants field: one (1) point per hour
- for assigned reading specific to enhancing the mentorship experience: one (1) point per three (3) hours of reading
- for critiquing assigned writing assignments: one (1) point per two (2) hours of review.

The maximum amount of points a mentor can earn within this sub-category is 20 points.

## **CATEGORY 2: GRANT PROFESSIONAL: EMPLOYMENT** **36 points maximum**

Recertification candidates earn one (1) point for each one (1) month of full-time paid, professional experience as a member of a grant staff or a full time grant-related consultant during the three (3) year period. This provision allows for employment gaps. Job duties must be directly related to generating or managing grant dollars. Partial job duties related to the grant profession may be calculated toward the total on a prorated basis. Grant professionals working on a part time basis should also prorate their hours. For example, a person working 20 hours per week as a consultant will earn .5 point for each month as part time consultant. Evidence may include copy of contract (with salary crossed out), letter from supervisor, pay stub (with salary crossed out), consultant contract with client information and salary crossed out, letter from client attesting to the work completed etc.

Secondary paid employment, such as paid presentations, teaching of coursework and grant reviewer/rater can also be used in this CMP category. Points are earned as follows:

- Teaching academic coursework: One (1) point per credit hour (e.g., a three credit course would earn 3 points).
- Workshops or similar presentations: .25 point for each two (2) hours of presentation.
- Paid grant reader/rater: .25 point for each grant application.

If you have no primary employment, and you engage in these activities as your primary employment (not as part of your overall job duties in your primary employment), please use the point structure above to calculate employment points.

In all cases, no more than 36 points can be earned in this category including both primary and secondary employment.

### **CATEGORY 3: VOLUNTEER GRANT PROFESSIONAL: CONTRIBUTIONS TO THE FIELD 60 points maximum**

Candidates can earn “grant professional performance” points via four pathways: 1) communications projects with outcomes that directly impact the grant professional or function of the organization, such as grant books or published articles; 2) management projects with outcomes that directly impact the development function of the organization; 3) conference or workshop presentations and 4) additional related certifications. Paid activities are not allowed under this category, with the exception of book royalties.

Examples of **Category 3: Grants Professional Performance** include the following:

- Communications projects – Evidence includes references and project explanation with justification. All materials submitted for points must have been published since the candidate’s last certification/certificate maintenance period.
  - Special projects with outcomes that directly impacted the grant professional or function of the organization (up to 10 points per project).
  - Books (45 points) or chapters (15 points per chapter) that cover a grant-related topic. Candidate’s name must appear as the author or co-author and a full bibliographic citation must be provided, along with a photo copy of pages showing candidate’s attribution.
  - Sustained editor or publisher of grant-related professional publications such as journals, books, etc. (30 points).
  - Published articles in a professional journal (15 points each) – Articles must cover a grant-related topic and must be a minimum of 500 words in length. Candidate’s name must appear as the article’s author or co-author and a full bibliographic citation, or a copy of the article, must be provided.
  - Newsletter (2 points each) or magazine articles (5 points each). A short blurb or committee report does not count toward the professional performance category (see Category 4: Professional Service).
  - Participation on grant review panels (10 points per panel, one panel per year).
- Grant management projects that have outcomes that directly impact the development function of the organization (15 points per project). Evidence may include justification and explanation by candidate.
- Conference or workshop presentation (1 point per hour of actual presentation). Evidence includes copy of conference or workshop program, sign-in sheets, syllabus, etc. Points are not awarded for coordinating educational programs (see Category 4: Professional Service).

- Obtaining a recognized psychometrically proven professional credential from a related field (e.g., CFRE) (10 points).

#### **CATEGORY 4: VOLUNTEER PROFESSIONAL SERVICE**

##### **60 points maximum**

Candidates earn points on a sliding scale, depending on the level of involvement, through participation in professional associations (e.g., GPA, GPCI, GPA Chapter, the GPA Foundation or other recognized organizations) and related community service.

Examples of **Category 4: Professional Service** include the following:

- Serving on professional association board and committee that relate to the grant profession (e.g., GPA, GPCI, GPA Chapter, the GPA Foundation or other professional associations aligned with the ethical framework of GPA and approved by GPCI, etc.). Evidence may include the name of organization, copy of membership card, election announcement, or other proof of involvement to be determined by applicant.

Professional Association – Category 1: GPA National Member or Other Approved Association

- Member – .5 point per quarter of membership = 2 points maximum per year
- Committee member – 1 point per quarter of membership = 4 points maximum per year
- Committee officer or chair – 2 points per quarter of membership = 8 points maximum per year
- Board member – 3 points per quarter of membership = 12 points maximum per year

Professional Association – Category 2: GPA Chapter Member or Other Approved Association

- State Representative – 1 point per quarter of membership = 4 points maximum per year
- Chapter member – .5 point per quarter of membership = 2 points maximum per year
- Chapter Officer – 1 point per quarter of membership = 4 points maximum per year

Membership points within a category are not cumulative. For example, candidates may only claim points in their highest category of service (e.g., an GPA Board member would claim a maximum of 12 points). However, candidates may claim points from both categories.

- GPA-related Activities
  - Serving as a chair of a regional or national GPA or other related conference – 20 points
  - Serving on a committee of a regional or national GPA or other related conference – 10 points
  - Serving as a volunteer at a regional or national conference – .5 point per volunteer hour (maximum 10 points)
  - Serving as peer reviewer at an GPA Conference – 5 points
  - Serving as a local sponsor chair of a GPC exam – 10 points
  - Serving as volunteer for a GPC exam – .5 point per volunteer hour (maximum 10 points)
- Non-GPA Association Activities (e.g., local grant networks, Center for Non-Profit Management, charitable giving foundation, etc.)
  - Serving as a chair of a regional or national conference – 20 points
  - Serving on a committee of a regional or national conference – 10 points
  - Serving as a volunteer at a regional or national conference – .5 point per volunteer hour (maximum 10 points)
- Community service (1 point per four hours up to a maximum of 10 points per year), such as serving on a community-based board of directors, participating in community-based fund raising activities, serving as a youth leader, etc.

- Recognized pro bono work for a nonprofit organization (1 point per four hours up to a maximum of 10 points per year)
- Special task force, ad hoc committee or organized group for a professional service project (10 points). Evidence to include explanation and justification by the candidate.
- Coordinating educational programs (15 points) such as serving on a conference host committee but not serving as a presenter (see Category 3: Grant Professional Performance). Evidence may include explanation and justification by the candidate.
- Internship (non-paid) at the GPA National Office or other association (Center for Non-Profit Management, charitable giving foundation, etc.) (15 points per quarter year for a total of 60 points). Pre-approval required and purpose / type of service must provide valid support for GPA or other grant related organizations

### **CATEGORY 5: INDEPENDENT PROJECT** **60 points maximum**

In lieu of Categories 1 and/or 3, a recertification candidate may elect to undertake an independent project for the benefit of GPA other grant-related entities. The project must be pre-approved by the GPCI Board of Directors no less than one year before the expiration of the current certification. The project must be of sufficient rigor and value to benefit the organization as a whole. An example of an independent project might be a Doctoral Dissertation conducting research and focusing on the grant profession or a monograph on a topic of concern for the profession. Self-study programs may also be eligible for points.

Activities such as reading trade publications, membership magazines and newly released grant-related books are an expected part of the daily activities of the caliber of professionals who become Grant Professional Certified. Keeping abreast of current grant literature is a valuable experience but is not considered continuing education for the purposes of certification or certificate maintenance.

## **Sources of Coursework**

The GPC is responsible for the initial determination of whether a program meets requirements and qualifies for continuing education points. This practice allows for the diversity of members, job descriptions and variations that occur in the grants field across the country. It is the candidate's responsibility to weigh the offerings and justify the applicability to the grant profession. Questions to consider when making the judgment might include:

- Does this program update or enhance professional knowledge and skills required for competent performance in the grant profession?
- Does it present current and correct content as documented in the body of professional knowledge and best practice?
- Does it foster mastery of new knowledge required in the grant field?
- Does it provide opportunities for interdisciplinary learning, professional growth and development?
- Does it further develop professional judgment and promote professional practice in an ethical and appropriate manner?
- Is it developed and conducted by persons or organizations qualified in the subject matter and in instructional design?
- Does the organization and presenters uphold the ethical values and practices of the grant profession?
- Is it an organized educational activity offered by an accredited college, university, association, non-profit or for-profit entity?

To help you analyze whether an event or activity will meet the guidelines, GPCI has categorized CEU events or activities into the four levels of recognition.

- *Clearly Defined Events* -- any activity designed with the grants field clearly in mind – GPA conference, taking or teaching a course on grant development, etc.
- *Somewhat Clearly Defined Events* -- educational events or opportunities that enhance one’s knowledge or ability to engage in the act of grantsmanship – program design, budgeting and accounting, evaluation, collaboration, nonprofit management, strategic planning, tax laws (if you are a consultant), etc.
- *Less Clearly Defined Events* -- events that enhance your knowledge of specific subject matter content or perhaps enhance your knowledge of culture.
- *Sketchy at Best* -- those categories that appear to have no relevance to the field – puppy training so that your dog leaves you alone to write that grant.

If an event that falls within the bottom two levels, it is strongly advised that the GPC contact GPCI for an initial determination of CEU approval.

GPCI maintains an Approved Continuing Education Providers list. These providers are organizations that have submitted their programs to GPCI for review to verify that the programs meet the GPCI continuing education standards. Only those providers who have approved programs with GPCI may advertise that the programs are approved for GPCI CEU points.

**Chart of CMP Requirements**

Candidates applying for the Certificate Maintenance Program (CMP) or Inactive Status (see description on page 15) must document a minimum number of points as outlined in Chart 1. Candidates must be able to document successful completion of at least two of the five categories. As noted above, candidates must earn no less than 105 points over a three-year period. The maximum point threshold is illustrated in Chart 1.

<b>Chart 1: Chart of CMP Scoring Categories</b>			
	<b>Category</b>	<b>Maximum CMP Points</b>	<b>Inactive Status Maximum CMP Points</b>
1	<b>EDUCATION</b>	60	30  Pre-approval required
2	<b>GRANT EMPLOYMENT</b>	36	
3	<b>GRANT PROFESSIONAL CONTRIBUTION</b>	60	
4	<b>PROFESSIONAL SERVICE</b>	60	
5	<b>INDEPENDENT PROJECT</b>	60	
	<b>Total</b>	105 Points/ 3year CMP cycle	30 Points/ 3 year Inactive Status

**Notice of Certification Maintenance**

Approximately six (6) months prior to the expiration of one’s certification, GPCI will send a notice of expiration. This notice will be sent to the last address on file with the GPCI Program Office, making it critical for credential holders to forward change of address information to GPCI as soon as possible. Notifying the Grant Professionals Association (GPA), GPCI’s affiliate professional association, will NOT change one’s address for certification purposes. Regardless of receipt of the notice, it is the recertification candidate’s responsibility to submit CMP paperwork within the required timeframe.

The CMP application is due in the GPCI office 30 days prior to GPC expiration. It is the professional responsibility of each individual GPC to be aware of his or her certification expiration date and to complete the application by the stipulated deadlines. Candidates must submit certificate maintenance program (CMP) applications according to the date noted on their original certificate, as well as check the GPCI website under GPC Maintenance for the CMP Application deadline for each test cohort.

**Chart 2: Sample CMP Application Deadline**

Testing Month	Month Conferred	Application Due in GPCI Office	Expiration Date	Grace Period Expired Certification Expired
November ‘07	March ‘08	February ‘11	March ‘11	June ‘11

Certified individuals may be afforded an opportunity to submit their application within a three-month grace period following the expiration date. However, all coursework must be completed before the expiration date and a late fee will be assessed. Should the certified individual allow his/her certification to lapse three (3) months beyond the certification expiration date, the candidate may no longer use the certificate maintenance process. The candidate’s certification will then expire at the end of this three (3) month grace period. He/she may become certified again only through the initial certification process of examination.

**Fees**

The fee to maintain certification is due at the time of recertification renewal and must accompany the candidate’s application. In the event a candidate does not successfully meet all CMP requirements, he or she will be refunded 50% of the initial application fee. At the current time, the CMP fee is \$180 for GPA members and \$305 for nonmembers. The late fee which goes into effect during the grace period is \$100. The fee is subject to change without notice.

**Submission of Application and Supporting Documentation**

Candidates are required to apply for certification maintenance using the GPCI CMP Application form available on the GPCI website. Applications are due 30 days prior to a candidate’s expiration date. Applications may be submitted electronically or via postal service.

The CMP is designed around the honor system. To this end, **candidates are not required to provide documentation of CMP activities as part of their certification maintenance application.** However, GPCI will conduct random ongoing audits of approximately 10% of all applicants. Audits will be conducted within one year of receipt of a candidate’s application. Candidates are encouraged to maintain their documentation for approximately 15 months following submission of their application.

It is anticipated that over time GPCI will adopt more stringent verification protocols. So, candidates are asked to keep as much information as possible, with the approach that “more is better.”

### Documenting CEU Activities

While not required, candidates are encouraged to use the *GPCI Certification Maintenance Program Tracking and Reporting Form* to chronicle their continuing education, professional employment and other related activities. Available on the GPCI website, the form is a Word document and can be modified or expanded. Should candidates elect to use their own tracking system, they are encouraged to review the GPCI Certification Maintenance Program Tracking and Reporting Form to ensure they collect and maintain adequate documentation.

### Sample Possible Documentation (not inclusive)

- **For educational events:** Paid registration receipts, course/workshop outline or agenda, or course/workshop handouts.
- **For grant professional employment:** Simple letter from employer stating when you were employed in grant-related activities or pay stubs with all personal information blacked out.
- **For grant professional performance:** Actual articles written, copy of book cover with author’s name indicated, course outlines, etc.
- **For professional project:** Board minutes showing your attendance, certificate showing your volunteerism, letters from those who received pro bono services, etc.
- **For independent study:** Will be jointly agreed upon prior to undertaking the independent study.

## Sitting for the Exam in Lieu of CEU

Candidates for recertification may take the current form of the GPCI examination and achieving a passing score. However, candidates must satisfy all of the initial eligibility criteria required to sit for certification. See Eligibility at <http://grantcredential.org/tabid/445/Default.aspx>.

The individual must submit a written request to GPCI to sit for the GPCI examination no later than three months prior to expiration and must pay the current examination fee. Upon approval, the candidate will be scheduled to sit for the next available examination. Should the next available examination fall beyond the ninety-day grace period following expiration, the candidate’s certification will lapse until such time the candidate sits for and passes an examination.

Results from the exam will be sent directly to the candidate from GPCI’s professional testing agency. A copy of the results will also be sent to the GPCI offices for the candidate’s file.

If the candidate does not achieve a passing score on the exam, the candidate must then submit alternate documentation to satisfy the requirements for certificate maintenance before his or her certification expires. If the candidate does not submit continuing education information sufficient to satisfy the requirements or achieve a passing score on the exam by the end of his or her grace period, the candidate’s certification will then expire. The candidate may retake the exam again, if necessary.

## Expiration of GPC Credential

As noted above, GPCI awards a Grant Professional Certification (GPC) for a period of three (3) years. At the end of this period, the individual may recertify for another three (3) years upon meeting the certificate maintenance requirements, completing the application and paying the certificate maintenance fees.

If the certified individual allows his/her certification to lapse three (3) months beyond the certification expiration date, the candidate may then no longer use the certificate maintenance process to maintain certification. The candidate's certification will expire at the end of the three-month grace period, and he/she may become certified again only through the initial certification process. The candidate must meet all current eligibility requirements (including education and practice) for initial certification as stipulated in the current certification application and/or candidate handbook. The candidate must also sit for, and pass, the current form of the written certification examination.

It is the personal and professional responsibility of each GPC to monitor his or her certification expiration and submit all necessary materials by the stipulated deadline. GPCI will send a reminder notice six (6) months in advance of the date of expiration to the last known address of the GPC. However, failure to receive such notice does not waive the candidate's responsibility to monitor and provide all necessary materials by the stipulated deadline.

## Inactive Status

An individual who holds the GPC credential may request to be placed on inactive status for up to three (3) years from the date of request to the point of again becoming active. Reasons for requesting inactive status include unemployment, maternity/paternity, illness, and education. Inactive status is restricted to a maximum of three years (3) and is based on the same three-year (3) cycle as certificate maintenance. The Board, upon request, may grant an extension of the inactive period for an additional three years. Candidates may exercise the inactive status option only once in his or her lifetime.

To apply, the individual must submit a letter requesting inactive status to GPCI stating the reasons for absence from the active practice of grantsmanship. GPCI will review each request and, if appropriate, send a letter of approval to the individual. The request for inactive status must be made within the first two years of the maintenance program.

During the inactive period, the individual is required to take continuing education courses satisfying the full continuing education requirement for certificate maintenance to keep abreast of changes in the field.

The certificate maintenance fee is not waived for the period the person is inactive and is to be paid at the time certificate maintenance is due.

If no continuing education courses are taken during the inactive period, the individual's certification is then considered expired and the candidate must reapply for initial certification. The candidate must meet all current eligibility requirements and sit for, and pass, the current form of the written examination.

## **Appendices**

- **Certification Maintenance Program (CMP) Application for Certification Maintenance**
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- **GPA Code of Ethics**



**Certification Maintenance Program (CMP)  
Application for Certification Maintenance**

(To be sent at thirty days prior to GPC expiration)

Please direct any questions to: [CMP@grantcredential.org](mailto:CMP@grantcredential.org)

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Street

City/State/Zip

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Initial Exam: \_\_\_\_\_

Location: \_\_\_\_\_

Month/Date

City/State

Total Number of Units Earned Since Initial Exam: \_\_\_\_\_

\* Please attach your completed GPCI Certification Maintenance Program Tracking and Reporting Form or your personally completed log to this application.

GPA Member:    \_\_\_ Yes    Member #: \_\_\_\_\_  
                  \_\_\_ No

Maintenance Fee:    \_\_\_ GPA Member (\$180)    \_\_\_ Non GPA Member (\$305)

Payment:    \_\_\_ Credit Card    Credit Card Type and Number \_\_\_\_\_  
              \_\_\_ Check            Check Number: \_\_\_\_\_

**Assurances:** Your signature below indicates your agreement with the following statements:

**During the Past Three Years:**

1. I have adhered to the GPA Code of Ethics.
2. I have not misused or misrepresented my GPC credential.
3. I have not shared any confidential exam information.

**Presently:**

1. I certify that all information contained within this application is accurate and truthful.

**In the Future:**

1. I will continue to adhere to the GPA Code of Ethics.
2. I will not misuse or misrepresent the GPC credential, and I will report to the GPCI board any instances of misuse by others.

I understand that violation of any of these accountability standards subjects me to the revocation of my certification credential and to possible legal action. I also understand that, if my actions include behavior that is inconsistent with the integrity of the profession, then I may also be subject to revocation of my certification credential.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit your Application via email to: [CMP@GrantCredential.org](mailto:CMP@GrantCredential.org)

Or via postal service to: **GPCI  
Certification Maintenance Program  
1333 Meadowlark, Suite 105, Kansas City, Kansas 66102**



## Certification Maintenance Tracking and Reporting Form

Name \_\_\_\_\_ Date of Submission \_\_\_\_\_ Exam Site \_\_\_\_\_

Please feel free to add additional lines to each Category as needed.

Date	Event (Include name and/or title of event when applicable)	Documentation	# of CEUS
<b>CATEGORY 1: EDUCATION</b>			
		<b>TOTAL</b>	
<b>CATEGORY 2: GRANT PROFESSIONAL EMPLOYMENT</b>			
		<b>TOTAL</b>	
<b>CATEGORY 3: GRANT PROFESSIONAL PERFORMANCE</b>			
		<b>TOTAL</b>	
<b>CATEGORY 4: PROFESSIONAL SERVICE</b>			
		<b>TOTAL</b>	
<b>CMP CATEGORY 5: INDEPENDENT PROJECTS</b>			
		<b>TOTAL</b>	
		<b>GRAND TOTAL</b>	

**CMP Categories:** The list below is abridged and provided for convenience. **Please refer to the official CMP Candidate Handbook for a full and official description of the CMP categories.**

**CATEGORY 1: EDUCATION**

**60 points maximum** - Candidates earn one (1) point for each one (1) hour of continuing education workshops, seminars, and/or conferences they have attended during the past three (3) years. Points are also awarded for academic degrees related to the grants profession that have been conferred during the past three years.

Examples of **Category 1: Education** include the following:

- Workshops, seminars, conferences, and GPA webinars (one point for each one hour attended. Partial points can be cumulated, such as a 1.5 hour workshop = 1.5 CEU).
- Retaking the GPCI examination (points not applicable).

**CATEGORY 2: GRANT PROFESSIONAL PAID EMPLOYMENT**

**36 points maximum** - One (1) point for each one (1) month of paid, professional experience as a member of a grant staff or a consultant during the past three (3) years. Job duties must be directly related to generating or managing grant dollars. Partial job duties related to the grant profession may be calculated toward the total. Evidence may include copy of contract (with salary crossed out), letter from supervisor, pay stub (with salary crossed out), etc. See Manual for information regarding paid secondary employment.

**CATEGORY 3: VOLUNTEER GRANT PROFESSIONAL PERFORMANCE**

**60 points maximum** - Candidates can earn grant professional performance points via three pathways: 1) Communications projects with outcomes that directly impact the grant professional or function of the organization, such as grant books or published articles; 2) Management projects that had outcomes that directly impacted the development function of the organization; and/or 3) Conference or workshop presentation. Examples of **Category 3: Grant Professional Performance** include the following:

- Communications projects - All materials submitted must have been published since the candidate's last CMP cycle.
- Projects with outcomes that directly impacted the grant professional or function of the organization (up to 10 points).
- Grant books (30 points) or chapter contributions (points determined on a case-by-case basis).
- Sustained editor or publisher of grant-related professional publications such as journals, books, etc. (30 points)
- Published grant-related articles of 500 words or more in a professional journal (15 point each).
- Newsletter (2 points each) or magazine articles (5 points each). Short committee reports are not acceptable.
- Participation on grant review panels (10 points per panel, one panel per year).
- Successful funding of a minimum of five grants in a one-year period (10 points per five-grant bundle). Expires 2012.
- Obtaining a recognized, psychometrically-proven, professional credential from a related field (e.g., CFRE) (10 points).
- Grant management projects that directly impact the development function of the organization (15 points per project).
- Conference or workshop presentation (2 points per hour of actual presentation). Will change to 1 pt in 2013.

**CATEGORY 4: VOLUNTEER PROFESSIONAL SERVICE**

**60 points maximum** - Candidates earn points on a sliding scale, depending on the level of involvement, through participation in professional associations and related community service. Examples of **Category 4: Professional Service** include: Professional associations related to the grant profession (e.g., GPA, GPCI, GPA Chapter, GPA Foundation, or other professional associations aligned with the ethical framework of GPA. (Membership points within a category are not cumulative.)

**Category 4.1: Membership in GPA, GPCI, or other National Professional Association/Organization**

- Member - .5 point per quarter of membership = 2 points maximum per year.
- Committee member -1 point per quarter of membership = 4 points maximum per year.
- Committee officer or chair- 2 points per quarter of membership = 8 points maximum per year.
- Board member - 3 points per quarter of membership = 12 points maximum per year.

**Category 4.2: GPA, GPCI, or other Professional Chapter Member** (Membership points within a category are not cumulative)

- Member - .5 point per quarter of membership = 2 points maximum per year.
- Officer - 1 point per quarter of membership = 4 points maximum per year.
- Community Service (e.g., community-based board of directors, participating in community-based fund raising activities, serving as a youth leader, etc.) - 1 point per 4 hours up to a maximum of 10 points per year.

**Category 4.3: GPA, GPCI, or other Professional Service**

- Serving as chair of a Regional or National GPA or other related Conference - 20 points.
- Serving on a committee of a Regional or National GPA or other related Conference -10 points.
- Serving as a volunteer at a Regional or National Conference - .5 point per volunteer hour (a maximum of 10 points).
- Serving as a local sponsor chair of a GPC exam - 10 points.
- Serving as volunteer for a GPC exam - .5 point per volunteer hour (a maximum of 10 points).
- Serving as a peer reviewer during an GPA Conference (1 point per hour).

**Category 4.4: Other**

- Recognized pro bono work for a nonprofit organization (1 point per four hours up to a maximum of ten points per year).

**CATEGORY 5: INDEPENDENT PROJECT**

**60 points maximum** - Pre-approval of purpose/type of service required and must be valid support for GPA or one of its affiliate organizations.

## COMPLETED SAMPLE Certification Maintenance Program Tracking Form First Year of Tracking

Name \_\_\_\_\_ Date of Submission \_\_\_\_\_ Exam Site \_\_\_\_\_

Please feel free to add additional lines to each Category as needed.

Date	Event (Include name and/or title of event when applicable)	Documentation	# of CEUS
<b>CMP CATEGORY 1: EDUCATION</b>			
5/30/08	GPA Regional Conference, Chicago	Registration and list of workshops attended and presenter(s)	6
8/4-7/08	RSA Project Directors Conference, Washington DC	Registration and list of workshops attended and presenter(s)	16
10/22-25/08	Attendance at GPA Conference, Long Beach	Registration and list of workshops attended and presenter(s)	20
		<b>TOTAL</b>	<b>42</b>
<b>CMP CATEGORY 2: GRANT PROFESSIONAL: EMPLOYMENT</b>			
2008	Employment in Grant Field/Grant Manager/ Consultant	Letter from employer	12
		<b>TOTAL</b>	<b>12</b>
<b>CMP CATEGORY 3: GRANT PROFESSIONAL CONTRIBUTION</b>			
10/24/08	Presenter at GPA National Conference	Conference program	4
2/13/08	Presenter at So. Cal Chapter Meeting on GPC, Studio City	Conference program	2
		<b>TOTAL</b>	<b>6</b>
<b>CMP CATEGORY 4: PROFESSIONAL SERVICE</b>			
8/14/08	So. Cal. Chapter Meeting	Agenda and attendance sheet	2
2008	Board Member GPA	Minutes with attendance noted	12
2008	Board Member GPCI	Minutes with attendance noted	12
2008	GPA So. Cal Chapter Member	Agenda and attendance sheet	2
2008	Nonprofit Board Member – LIFESIGNS, CHAD	Minutes with attendance noted	10
		<b>TOTAL</b>	<b>38</b>
<b>CMP CATEGORY 5: INDEPENDENT PROJECT</b>			
			<b>0</b>

		<b>TOTAL</b>	<b>0</b>
		<b>GRAND TOTAL</b>	<b>98</b>

As an affiliate association of the Grant Professionals Association (GPA), GPCI and all GPC candidates will uphold the GPA Code of Ethics.



**The Grant Professionals Association (GPA)**, a nonprofit membership association, is committed to serving the greater public good by practicing the highest ethical and professional standards. Ethics refer to the rules or standards governing the conduct of a person or members of a profession.

Members have joined forces to be the leading authority and resource for the practice of grantsmanship in all sectors of the field. Membership in this association promotes positive relationships between grant professionals and their stakeholders, provides a vehicle for grant professionals to gain professional growth and development, and enhances the public image and recognition of the profession within the greater philanthropic, public, and private funding communities. Members' foundation is stimulated by the rich diversity within the grant profession.

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**Members, among others, are to:**

- Practice their profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence
- Adhere to all applicable laws and regulations in all aspects of grantsmanship
- Continually improve their professional knowledge and skills
- Promote positive relationships between grant professionals and their stakeholders
- Value the privacy, freedom, choice and interests of all those affected by their actions
- Ensure that funds are solicited according to program guidelines
- Adhere to acceptable means of compensation for services performed; pro bono work is encouraged
- Foster cultural diversity and pluralistic values and treat all people with dignity and respect
- Become leaders and role models in the field of grantsmanship
- Encourage colleagues to embrace and practice GPA's Code of Ethics and Standards of Professional Practice.

**Standards of Professional Practice**

As members respect and honor the above principles and guidelines established by the GPA Code of Ethics, any infringement or breach of standards outlined in the Code are subject to disciplinary sanctions, including expulsion, to be determined by a committee elected by their peers.

**Professional Obligations:**

1. Members shall act according to the highest ethical standards of their institution, profession, and conscience.
2. Members shall obey all applicable local, state, provincial, and federal civil and criminal laws and regulations.
3. Members shall avoid the appearance of any criminal offense or professional misconduct.
4. Members shall disclose all relationships that might constitute, or appear to constitute, conflicts of interest.
5. Members shall not be associated directly or indirectly with any service, product, individuals, or organizations in a way that they know is misleading.
6. Members shall not abuse any relationship with a donor, prospect, volunteer or employee to the benefit of the member or the member's organization.
7. Members shall recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience, knowledge and expertise.
8. Members shall continually strive to improve their personal competence.

**Solicitation and Use of Funds:**

9. Members shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds.
10. Members shall take care to ensure that grants are used in accordance with the grant's intent.  
*If Applicable:*
11. Members shall take care to ensure proper use of funds, including timely reports on the use and management of such funds.
12. Members shall obtain explicit consent by the grantor before altering the conditions of grant agreements.

**Presentation of Information:**

13. Members shall not disclose privileged information to unauthorized parties. Information acquired from consumers is confidential. This includes verbal and written disclosures, records, and video or audio recording of an activity or presentation without appropriate releases.
14. Members shall not plagiarize in any professional work, including, but not limited to: grant proposals, journal articles/magazines, scholarly works, advertising/marketing materials, websites, scientific articles, self-plagiarism, etc.
15. Members are responsible for knowing the confidentiality regulations within their jurisdiction.
16. Members shall use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA) for the type of organization involved. (In countries outside of the United States, comparable authority should be utilized).

**Compensation:**

17. Members shall work for a salary or fee.
18. Members may accept performance-based compensation, such as bonuses, provided such bonuses are in accordance with prevailing practices within the members' own organizations and are not based on a percentage of grant monies.
19. Members shall not accept or pay a finder's fee, commission, or percentage compensation based on grants and shall take care to discourage their organizations from making such payments.
20. Compensation should not be written into grants unless allowed by the funder.