

## Certification Maintenance Program Tracking and Reporting Form

Name \_\_\_\_\_

Date	Event <small>(Include name and/or title of event when applicable)</small>	Documentation	# of CEUS
<b>CMP CATEGORY 1: EDUCATION 60 points maximum</b>			
	TOTAL		







## **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

(Subject Matter Experts please use November 2007 and Arlington VA for date and location.)

**Total Number of Units Earned Since Initial Exam or Last Renewal:** \_\_\_\_\_

Please attach your completed GPCI Certification Maintenance Program Tracking and Reporting Form to this application.

**GPA Member:**     \_\_\_ **Yes**  
                          \_\_\_ **No**

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

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

Expiration Date (mm/yy) \_\_\_\_\_ CVV Code \_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_ 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  
10881 Lowell Ave., Suite 190  
Overland Park, KS 66210**

**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 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.

### **CATEGORY 3: 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 (45 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 points 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).
- 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).

### **CATEGORY 4: 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, GPA Foundation, or other recognized organizations) 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).

#### **Category 4.1: GPA, GPCI, or other Professional National Member**

- 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 peer reviewer during a GPA Conference (1 point per hour).

#### **Category 4.4: Other**

- 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.