



Certification Maintenance Program (CMP)

Candidate Handbook

August 2018

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 (GPCI) Candidate Handbook for Certificate Maintenance

Official Publication of the
[Grant Professionals Certification Institute](#)
© 2018 The Grant Professionals Certification Institute
An Affiliate of the [Grant Professionals Association](#)

All rights reserved. No part of this publication may be used or reproduced without the written permission of the Grant Professionals Certification Institute. This publication is subject to change without notification.

Table of Contents

Preface 4

GPCI Vision, Mission and Values 5

Certification Maintenance Program 6

 Continuing Competence..... 6

 Limitations to Recertification/Continuing Competence Requirements 7

 Sources of Coursework..... 7

Continuing Education Categories 8

 Category 1: Education..... 9

 Category 2: Grant Professional Employment 10

 Category 3: Grant Professional Performance..... 11

 Category 4: Professional Service 12

 Category 5: Independent Project..... 13

Chart of CMP Requirements..... 14

Notice of Certification Maintenance..... 14

Fees 15

Submission of Application and Supporting Documentation..... 15

 Documenting of CEU Activities 15

 Sample Possible Documentation..... 15

Sitting for the Exam in Lieu of CEU 16

Verification of Recertification 16

Expiration of GPC Credential 17

GPC Retired Status 17

Inactive Status 18

Appendices

Certification Maintenance Program (CMP) Application for Certification Maintenance..... 20

Certification Maintenance Tracking and Reporting Form..... 21

Sample Completed Certification Maintenance Tracking and Reporting Form..... 23

GPA Code of Ethics..... 24

GPCI Audit Policy 26

GPCI Recertification Appeals Policy 46

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 time, largely due to the rise in charitable funding, the two terms have come to distinguish two separate professions. As a distinct profession, validation and accountability of paramount importance, and as such, is a foremost goal for the field. To this end, GPA and its affiliate organization, the Grant Professionals Certification Institute (GPCI), unveiled the grant field’s first professional credential in 2007, the Grant Professional Certified (GPC).

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 recertification program. Entitled the *Certification Maintenance Program (CMP)*, the process provides an opportunity for grant professionals 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

GPCI envisions excellence and accountability in grantsmanship. It seeks to support a philanthropic community assured of grant professionals who can successfully guide and shape the outcomes of their funding endeavors.

Mission

GPCI is dedicated to measuring and promoting competency and ethical practices within the field of grantsmanship. GPCISM 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

All grant professionals certified by GPCI are expected to participate in ongoing professional development throughout their tenure in the grant field. To promote life-long learning and enhanced professional demeanor and skill, GPCI established the *Certification Maintenance Program (CMP)*.

Continuing Competence

GPCI recognizes the NCCA Commission's definition of continuing competence, which is "demonstrating specified levels of knowledge, skills, or ability not only at the time of the initial certification but throughout an individual's professional career."

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.

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 (3) years. The purpose of recertification is to enhance continued competence. Since the grant profession is rapidly changing, the GPCI board requires that credentialed GPCs have their knowledge, skills and competence reassessed through recertification every three (3) years to ensure they stay abreast of current trends, technology and regulations in the field of grantsmanship. The job analysis as well as research from the Foundation Center indicates that the grantsmanship field is changing significantly every three (3) years. Some examples of these changes include:

- exponential technological advances that may be critical to a grant professional's work, such as computer equipment compatible with online grant applications, knowledge of software packages and PDF documents, and applying for federal grants through Workspace;
- changes in the administration of federal, state, and local government agencies that affect grant management practices and regulations;
- unprecedented access to information about grant makers and funding opportunities through improved and expanded technology, databases and other resources; and
- a plethora of information available online about more impactful and efficient collaborative efforts between community partners and grant makers to respond to social, economic and political changes.

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 Continuing Education Unit (CEU) or 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 of GPCs. As such, candidates should keep documentation of their activities in the event that they are audited.

Limitations of Recertification/Continuing Competence Requirements

As the original GPC examination measures a candidate's competency and skill in the grant profession based on a rigorous eligibility process with minimum qualifications based on experience, education and professional service; the CMP for re-certification enhances a GPC's continued competence in the field. To maintain GPC status, a GPC must document a variety of activities including participation in continuing education opportunities to stay abreast of current trends and regulations of the grants field; demonstrate employment as a grant professional; indicate professional performance through publications of books, articles or courses taught; maintain involvement in professional services to agencies or boards advancing the profession; or have an opportunity to participate in an independent study sanctioned by GPCI. All of these recertification activities ensure the grant professional is actively participating in the profession, stays relevant in a rapidly changing environment, collaborating with other grant professionals, funders, and demonstrating good stewardship of grant funds. Recertifying also demonstrates the GPC continues to adhere to the Grant Professionals Association's Code of Ethics and engages in ethical practices within the field. GPCI provides an alternate retired status for GPCs who wish to maintain their certification but choose to scale back their involvement within the profession. This is also an enhancement of the GPC credential as it is responsive to more "seasoned" credential grant professionals who express a desire to maintain certification and value the credibility the GPC lends to the profession.

There are limitations of the recertification/continuing competence requirements established by the Board.

- The application process is based on the honor system and the GPCI Board is only able to validate the candidate's responses through the audit process or if an official complaint is filed with the Board.
- The GPCI Board does not manage or verify CMP candidates' continuing competency throughout the three (3) year period until they are due to recertify.
- Applicants must submit all documents or ask for assistance in a timely manner and prior to all deadlines.
- GPCs must be diligent in documenting their activities and they are responsible for the initial determination of whether a program/activity meets all CMP requirements and qualifies for continuing education points.
- It is the candidate's responsibility to justify the applicability of all CMP activities to the grant profession.
- Each recertified GPC must maintain documentation of their activities for three (3) years in case of an audit.

Sources of Coursework

The GPC is responsible for the initial determination of whether a program/activity 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 the programs meet the GPCI continuing education standards. Only those providers who have approved programs with GPCI may advertise the programs are approved for GPCI CEU points.

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: 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 CEU 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 has been conferred during the three (3) year CMP period.

■ **Continuing Education Workshops, Seminars, Conferences, Webinars, Academic Coursework (not leading to a degree)**

GPCs obtain Category 1 points through attendance at workshops, seminars, conferences and webinars and coursework that does not lead to a degree (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 grade, etc.

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. GPA is one such approved provider. CMP points for GPA sponsored events are as follows:

- Attendance at a 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 a GPA National 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 a GPA Chapter-sponsored workshop or meeting earns one (1) point for each hour of attendance.
- Participation in a GPA webinar earns one point for every hour of participation.

While the recertification period begins on day certification is conferred (the date listed on the certificate), there are instances when points can be accrued prior to the date of certification or after the CMP application deadline.

- Individuals who sit for certification and attend a GPA or other related conference after sitting for exam but before certification is conferred, may count these professional development points for recertification.
- Individuals attending a GPA or other related conference during the third year of maintenance, and it occurs no later than 15 days following a candidate's CMP application deadline, may count 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. Examples may include Associate's, Bachelor's or Master's degrees in Business, English, and Psychology. 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:

- by attending 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 mentor**: (Paid mentorships should be reflected in Category 2. In addition, 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 0.5 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: 0.25 point for each two (2) hours of presentation.

- Paid grant reader/rater: 0.25 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: GRANT PROFESSIONAL PERFORMANCE - 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: Grant 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 total) 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 photocopy of pages showing candidate’s attribution.
 - Sustained editor or publisher of grant-related professional publications such as journals, books, etc. (30 points total).
 - 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 review panels are typically made up of subject matter experts who have the experience and knowledge in the grant program area. Each application is reviewed and rated in accordance with an established criterion and scoring rubric. The panelist must have completed all required tasks as a grant reviewer as outlined in the funder’s application and procedures.
- 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 total).

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, 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 – 0.5 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

- Regional Representative – 1 point per quarter of membership = 4 points maximum per year
- Chapter member – 0.5 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 – 0.5 point per volunteer hour (maximum 10 points)
 - Serving as peer reviewer at a GPA Conference – 5 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 – 0.5 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 fundraising 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, such as the 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 or 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.

Chart of CMP Requirements

Candidates applying for the Certificate Maintenance Program (CMP) or Inactive Status (see description on page 16) 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 (3) year period. The maximum point threshold is illustrated in Chart 1.

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

Notice of Certification Maintenance

Approximately 6 to 12 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 CMP applications according to the date noted on their original certificate, as well as following the conferred date chart below.

Chart 2: Conferred Date	CMP Application Date	Grace Period Expiration
January, February, March	March 1	June 1
April, May, June	June 1	September 1
July, August, September	September 1	December 1
October, November, December	December 1	March 1

While an individual’s certification may expire on a particular date, the applicant may continue to use the credential until the close of the grace period or until notified by GPCI that their CMP application was not approved. This allowance provides GPCI the time it needs to process applications and mail new certificates.

Certified individuals are also 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 original 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 then expires 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 in addition to the applicable CMP fee. The fees are subject to change without notice.

Submission of Application and Supporting Documentation

Applications are due 30 days prior to a candidate's expiration date. Candidates are required to apply for certification maintenance using the GPCI CMP Application form and encouraged to use the CMP log, both available on the GPCI website. 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 conducts 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 in an adobe fillable form document. 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 achieve 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 must schedule an examination prior to the 90-day grace period expiration. Should the candidate not sit for the exam during this timeframe, 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 the 90-day grace period. 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.

Verification of Recertification

The GPCI Board verifies that each CMP candidate is in GPCI's system and that he or she is applying for recertification during the correct timeframe based on their GPC expiration date. Once the CMP application is submitted, GPCI's CMP Committee reviews it and completes a CMP Checklist to ensure that all the necessary information is included and that all the programs/activities listed are allowable. The CMP Committee verifies the applicant's name, where he or she initially took the exam and his or her GPC certification number. If the application was submitted during the CMP candidate's 90-day grace period, a \$100 late fee is applied to the total fees due.

The number of CEUs reported by the applicant is recorded next to the approved points given by the CMP reviewer based on the allowable Continuing Education Categories and the maximum number of points given per category. If the approved points total 105 or more (or 50 or more for GPC Retired Status), the recertification is conferred. GPCI alerts staff at GPA to process payment and verify GPA membership status, if applicable. GPC certificates are printed and mailed out usually within 30 days from the application due date.

A list of individuals who have successfully sat for and passed both sections of the Grant Professionals Certified examination are listed alphabetically by state on the GPCI website (<http://www.grantcredential.org/credentialed-grant-professionals/>). The date of expiration of their credential is also provided. New GPCs are added to the list as they pass certification and the list is updated after each quarterly recertification period.

If a GPC's information does not appear to be correct, please send an email to info@grantcredential.org so the Board can update the record.

Grievances or disciplinary concerns regarding a current GPC should be addressed immediately in writing per our Grievance and Disciplinary Actions Policy. These concerns should be submitted to the GPCI President at 10881 Lowell Ave, Suite 190, Overland Park, Kansas 66210.

GPCI does not release information regarding a GPC beyond verifying their original conferred date and if they are still a GPC in good standing. Such requests should be made in writing to the GPCI President at info@grantcredential.org.

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 or 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 (3) month grace period, and he or 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 6 to 12 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.

GPC Retired Status

All GPCs that are in good standing who would like to claim retirement status and put "GPC Retired" behind their name must have renewed their GPC twice and be fully retired or no longer employed as a grant professional (defined as deriving less than 25% of their income from grant management and/or grant writing activities including consulting).

The prospective GPC Retired must submit a qualifying application accompanied by a nonrefundable \$100 retired status fee which is due every three years. To be considered retired, the GPC must not acquire points toward the employment portion of the CMP. The minimum number of points required to recertify is 50 while the requirement for the GPC is 105. These points must come from at least two categories, withstanding the employment category.

GPC Retired are subject to the same code of ethics and the same disciplinary action as a GPC. GPC Retired must notify GPCI of any change in employment circumstances that would render their eligibility for retired status null. GPCI cautions GPCs to consider carefully their decision to change their status. GPCI encourages GPCs to maintain their GPC if they are unsure they will remain fully retired. Reactivating the GPC may not be easy, especially if the GPC Retired is not regularly attending educational events. Also, a GPC Retired may not meet current eligibility requirements at the time they reapply to retest.

Individuals granted GPC Retired status may use GPC Retired after their name, in correspondence, publications, speaking engagements and other mentions to indicate their status as a Grant Professional Certified at the time of their retirement. GPC Retired designees may not use the GPC designation without the Retired suffix, and may not portray themselves as a current GPC.

A GPC Retired can reactivate his or her GPC if his or her employment status changes. The individual must be a GPC Retired in good standing and submit an application to be reinstated. If the candidate is within their first three years of retired status, they will need to submit educational hours equal to the hours required by a GPC renewal and the fee amount of the current renewal application. If it has been more than three years since the last date of being a GPC in good standing, or the educational requirement listed above have not been met, the individual must meet eligibility requirements, submit an exam application and fees and achieve a passing examination score.

Grievances about GPC Retired are subject to be handled through the policies outlined for grievances about GPC.

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 examination.

- **Certification Maintenance Program (CMP) Application for Certification Maintenance**
- **Certification Maintenance Tracking and Reporting Form (please see the website for the most current version of the Adobe fillable CMP Form.)**
- **Completed Sample Certification Maintenance Tracking and Reporting Form**
- **GPA Code of Ethics**
- **GPCI Audit Policy**
- **GPCI Recertification Appeals Policy**

**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

Today's Date: _____

Name: _____

Certification Number: _____

Address: _____

Street

City/State/Zip

Email Address: _____

Phone: _____

Date of Initial Exam: _____

Month/Year

Location: _____

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 (Check one): GPA Member (\$180) Non-GPA Member (\$305)
 GPA Retired Status (\$100) (50 points minimum needed)

_____ Was the application submitted during the applicant's grace period? Yes No
If yes, please include a \$100 late fee with the total amount due.

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:

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

Presently:

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

In the Future:

- I will continue to adhere to the GPA Code of Ethics.
- 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
Or via postal service to: **GPCI**

**Certification Maintenance Program
10881 Lowell Ave, Suite 190, Overland Park, KS 66210**

Certification Maintenance Tracking and Reporting Form

Name _____

Date	Event (Include name and/or title of event when applicable)	Documentation	# of CEUS
CMP CATEGORY 1: EDUCATION 60 points maximum			
		TOTAL	
CMP CATEGORY 2: GRANT PROFESSIONAL EMPLOYMENT 36 points maximum			
		TOTAL	
CMP CATEGORY 3: GRANT PROFESSIONAL PERFORMANCE 60 points maximum			
		TOTAL	
CMP CATEGORY 4: PROFESSIONAL SERVICE 60 points maximum			
		TOTAL	
CMP CATEGORY 5: INDEPENDENT PROJECTS 60 points maximum			
		TOTAL	
		GRAND TOTAL	

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 has 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: 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).
- 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 (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 – 0.5 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 – 0.5 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 – 0.5 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.

COMPLETED SAMPLE Certification Maintenance Program Tracking Form First Year of Tracking

Name _____

Date	Event (Include name and/or title of event when applicable)	Documentation	# of CEUS
CMP CATEGORY 1: EDUCATION 60 points maximum			
5/30/2014	GPA Regional Conference, Chicago	Registration and list of workshops attended and presenter(s)	20
8/4-7/2014	RSA Project Directors Conference, Washington DC	Registration and list of workshops attended and presenter(s)	16
10/22-25/2014	Attendance at GPA Conference, Long Beach	Registration and list of workshops attended and presenter(s)	20
		TOTAL	52
CMP CATEGORY 2: GRANT PROFESSIONAL EMPLOYMENT 36 points maximum			
2013	Employment in Grant Field/Grant Manager/Consultant	Letter from employer	12
		TOTAL	12
CMP CATEGORY 3: GRANT PROFESSIONAL PERFORMANCE 60 points maximum			
10/24/12	Presenter at GPA National Conference	Conference program	4
2/13/13	Presenter at So. Cal Chapter Meeting on GPC, Studio City	Conference program	2
		TOTAL	6
CMP CATEGORY 4: PROFESSIONAL SERVICE 60 points maximum			
8/14/2014	So. Cal. Chapter Meeting	Agenda and attendance sheet	2
2012-2013	Board Member GPA	Minutes with attendance noted	12
2012-2014	Board Member GPCI	Minutes with attendance noted	12
2012-2014	GPA So. Cal Chapter Member	Agenda and attendance sheet	2
2012	Nonprofit Board Member – LIFESIGNS, CHAD	Minutes with attendance noted	10
		TOTAL	38
CMP CATEGORY 5: INDEPENDENT PROJECTS 60 points maximum			
			0
		TOTAL	0
		GRAND TOTAL	108

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.

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^{im} 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.



Certification Maintenance Program

GPCI

Table of Contents

The Auditor	27
Traits of the Qualified Auditor	27
Principles of Auditing	27
Ethics/ Code of Conduct	28
Audit Program	28
Audit Schedule	28
Notification of the Audit	28
Audit Scope	29
Audit Objectives	29
Audit Criteria	29
Documentation Review	34
Auditor Checklist	34
Self-Assessment Audit Plan and Instructions	39
Approval	43
Revision history	43
Self-Assessment Plan Decision Grid- Appendix A	44
Assessment Topic and Frequency for CMP Self-Assessments	45

The Auditor

Traits of the Qualified Auditor

The designation of a Certification Maintenance Program (CMP) Internal Auditor carries a unique level of authority shared by few members of the organization. As a CMP Internal Auditor, a member specific authority includes:

- Interviewing the Grant Professional Certified (GPC) who is submitting to an audit; and reviewing all of that GPC’s records pertaining to the renewal process.

With this authority comes an equally important level of responsibility to process every aspect of the audit ethically and professionally.

Principles of Auditing

The principles that characterize Internal Audits are outlined in Part IV of ISO 19011. Incorporating these principles into internal audit procedures enables an organization to make the internal audit an effective and reliable tool in support of policies and controls. These principles should guide the auditors and the organization with implementation of improvements that will strengthen performance and lead to a greater level of customer satisfaction. The following principles will govern auditors in formulating conclusions that

are relevant and sufficient and will enable auditors working independently from one another to reach similar conclusions under similar circumstances:

- Ethical Conduct- the foundation of professionalism in any audit program. The qualities of trust, integrity, confidentiality and discretion are essential components in an effective audit program.
- Fair presentation- the obligation of auditors to report truthfully and accurately. Audit findings, audit conclusions and audit reports must reflect truthfully and accurately the results of the audit activities.
- Due Professional Care- the application of diligence and judgment in auditing. Auditors must exercise care in accordance with the importance of the audit process and realize the confidence that the GPCs of the organization must place in them upholding the principles of auditing.
- Independence- the basis for the impartiality of the audit and the objectivity of the audit conclusions.
- Evidence-Based Approach- the rational method for reaching reliable and reproducible audit conclusions in a systematic audit process. Audit evidence must be verifiable, based upon samples of the information available.

[Ethics/ Code of Conduct](#)

For those who are appointed as CMP Internal Auditors, the following practices are required:

1. To act in a trustworthy and unbiased manner in relation to both the organization and the GPC involved in an assessment by them;
2. To disclose to the organization any relationships they may have with the GPC to be assessed before undertaking any assessment function of that GPC;
3. Not to accept any inducement, commission, discount, gift or any other profit from the GPC assessed;
4. Not to disclose the findings, or any part of them, of the assessment team for which they are responsible, or any other information gained in the course of the assessments to any third party, unless authorized in writing by both the assessed and the assessment organization to do so;
5. Not to act in any way prejudicial to the reputation or interest of the assessment organization, or to the GPC.
6. In the event of any alleged breach of this code, to cooperate fully in any formal inquiry procedure.

[Audit Program](#)

[Audit Schedule](#)

The GPC audit will be conducted yearly, no later than October of every year. Ten percent (10%) of all applicants will be selected, and during that time, the auditor will reach out to the individual to begin this process. Two and a half percent of the applicants will be selected from each co-hort.

[Notification of the Audit](#)

Notification of the audit should be provided to the GPC. The notification should be written and should include:

- Scope of audit
- Name of auditor
- Schedule
- Date and Time of initial meeting
- Support requirements

Audit Scope

The goal of the Certification Maintenance Program (CMP) is to ensure 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 proposal development and management. More specifically, the Grant Professional Certification Institute (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.

The scope of the CMP audit is to promote the continued success of the GPC. The Self-Assessment Plan is a written list of those specific topics or areas of focus that will be assessed by the auditor. The scope of the Self-Assessment Plan includes:

- Continuing Education Categories listed in the CMP Manual
- Documentation for the Continuing Education Categories
- Most recently submitted CMP Tracking and Reporting Form

Audit Objectives

90% will pass with no sanctions and 10% will warrant a performance plan to be in compliance and three months to comply.

Audit Criteria

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 has been conferred during the three (3) year CMP period.

Continuing Education Workshops, Seminars, Conferences, Webinars, Academic Coursework (not leading to a degree)

GPCs obtain Category 1 points through attendance at workshops, seminars, conferences and webinars and coursework that does not lead to a degree (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 grade, etc.

A minimum of 20% of total education points must be earned outside the candidate's institution. As an 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 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. GPA is one such approved provider. CMP points for GPA sponsored events are as follows:

- Attendance at a 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 a GPA National 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 a GPA Chapter-sponsored workshop or meeting earns one (1) point for each hour of attendance.
- Participation in a GPA webinar earns one point for every hour of participation.

While the recertification period begins on the day certification is conferred (the date listed on the certificate), there are instances when points can be accrued prior to the date of certification or after the CMP application deadline.

- Individuals who sit for certification and attend a GPA or other related conference after sitting for exam but before certification is conferred, may count these professional development points for recertification.
- Individuals attending a GPA or other related conference during the third year of maintenance, and it occurs no later than 15 days following a candidate's CMP application deadline, may count the conference.

Academic Degrees

New 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 be eligible 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. Evidence of mentorship include logs, journals and/or portfolios of the work completed and/or reviewed 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:

- by attending 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 mentor: (Paid mentorships should be reflected in Category 2. In addition, 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 or assessing grant dollars, grant applications, or grant awards. 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 and other confidential information redacted), letter from supervisor, pay stub (with salary crossed out), consultant contract with client information, any confidential 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: GRANT PROFESSIONAL PERFORMANCE - 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 a grant professional or function of an organization, such as grant books or published articles; and

2) management projects with outcomes that directly impact the development function of an organization; and

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: Grant 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 photocopy 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: 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 Grant Professionals 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 – Sub-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 – Sub-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 – 0.5 point per volunteer hour (maximum 10 points)
 - Serving as peer reviewer at an GPA Conference – 5 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. Evidence to include...
- Recognized pro bono work for a nonprofit organization (1 point per four hours up to a maximum of 10 points per year). Evidence includes...

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 or 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.

Documentation Review

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/service:** 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.

Auditor Checklist

CMP Categories	Observations/Comments	Results
Category 1: Education		
<ul style="list-style-type: none"> • Attendance at a GPA Regional Conference • Attendance at a GPA National Conference social events such as a welcome reception. • Attendance at a GPA Chapter-sponsored workshop or meeting earns one (1) point for each hour of attendance. • Participation in a GPA webinar earns one point for every hour of participation. • Individuals who sit for certification and attend a GPA or other related conference after sitting for exam but before certification is conferred, may count these professional development points for recertification. • Individuals attending a GPA or other related conference during the third year of maintenance, and it occurs no later than 15 		

<p>days following a candidate’s CMP application deadline, may count the conference.</p> <ul style="list-style-type: none"> 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. <p><i>Mentee</i> Individuals engaging in a formalized mentorship as a mentee can earn points in the following ways:</p> <ul style="list-style-type: none"> 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 <p><i>Mentor</i> Individuals engaging in a formalized mentorship as a mentor can earn points in the following ways:</p> <ul style="list-style-type: none"> by attending 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 mentor: (Paid mentorships should be reflected in Category 2. In addition, 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. 		
Category 2: Professional Employment		
<ul style="list-style-type: none"> 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. 		

<ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • 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. 		
Category 3: Professional Performance		
<ul style="list-style-type: none"> • 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 photocopy 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 		

<p>as the article’s author or co-author and a full bibliographic citation, or a copy of the article, must be provided.</p> <ul style="list-style-type: none"> • 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: Professional Service		
<ul style="list-style-type: none"> • Serving on professional association board and committee that relate to the grant profession (e.g., GPA, GPCI, GPA Chapter, the GPF 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. <p>Professional Association – Sub-Category 1: GPA National Member or Other Approved Association</p> <ul style="list-style-type: none"> • Member – 0.5 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 <p>Professional Association – Sub-Category 2: GPA Chapter Member or Other Approved Association</p>		

<ul style="list-style-type: none"> • State Representative – 1 point per quarter of membership = 4 points maximum per year • Chapter member – 0.5 point per quarter of membership = 2 points maximum per year • Chapter Officer – 1 point per quarter of membership = 4 points maximum per year <p>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.</p> <ul style="list-style-type: none"> • GPA-related Activities <ul style="list-style-type: none"> • 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 – 0.5 point per volunteer hour (maximum 10 points) • Serving as peer reviewer at an GPA Conference – 5 points • Non-GPA Association Activities (e.g., local grant networks, Center for Non-Profit Management, charitable giving foundation, etc.) <ul style="list-style-type: none"> • 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 – 0.5 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 		
---	--	--

<p>but not serving as a presenter (see Category 3: Grant Professional Performance). Evidence may include explanation and justification by the candidate.</p> <ul style="list-style-type: none"> • 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		
<p>In lieu of Categories 1 and/or 3, a recertification candidate may elect to undertake an independent project for the benefit of GPA or 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.</p>		

Self-Assessment Audit Plan and Instructions

Purpose

This template and instructions document is used to help create the Self-Assessment Plan. It is based on the requirements of the most recent CMP Manual.

Scope

The Self-Assessment Plan is a written list of those specific topics or areas of focus that will be assessed by the auditor. The scope of the Self-Assessment Plan includes:

- Continuing Education Categories listed in the CMP Manual
- Documentation for the Continuing Education Categories
- Most recently submitted CMP Tracking and Reporting Form

Responsibility

The Board of Directors is responsible for establishing and approving the Self-Assessment Plan.

Input and direction should be obtained from a variety of sources for input on the Self-Assessment Plan.

Self-Assessment versus Inspections and Program Reviews

Inspections and Program Reviews are often confused with Self-Assessment, so it is important to understand the difference between these activities. A self-assessment is an examination to determine if a current GPC is in conformance to the applicable requirements. It is normally conducted at a program or procedure level, such as a self-assessment of the GPCI Certification Maintenance Program Tracking and Reporting Form. An inspection is usually a focused task that may be required by a program, such as a monthly fire extinguisher inspection. A program review is a review or update of the contents of a specific procedural document, rather than verification that all of the requirements of the procedure are being followed.

This distinction is important because although inspections and program reviews may be required, they are not the focus of the Self-Assessment Program or the Self-Assessment Plan.

Self-Assessment Plan Content

The Self-Assessment Plan must include the topics to be self-assessed and the frequency of the self-assessment.

Self-Assessment Schedule

After the Self-Assessment Plan is finalized, it must be converted into a self-assessment schedule with due dates and assigned responsibilities for the people (or roles) to perform the self-assessments. The self-assessment schedule may be created and maintained using any system or tool desired by the Board of Directors.

Mandatory self-assessment topics

There are some GPCI requirements that require specific self-assessments to be performed. These self-assessments should be identified in the Self-Assessment Plan as “mandatory.”

Self-Assessment Plan

The Self-Assessment Plan should be created using the steps below. It must include the Self-Assessment topics and their Self-Assessment frequencies.

Guidance for creating the Self-Assessment Plan

Step	Action
1	If available, use the Self-Assessment Plan from the previous year as a starting point.
2	Get mandatory self-assessment information for the GPC per the CMP submitted documents. This may be available on the GPCI Dropbox. If necessary, contact your CMP Committee Chair to acquire these documents.
3	Review the most recent CMP manual and the Audit Policy and Procedures Manual to assist in identifying applicable requirements and self-assessments that should be performed.
4	Prioritize and set a self-assessment frequency for each topic that has been included in your Self-Assessment Plan. You may wish to review the guidance information in the Decision Grid in Appendix A to assist in setting the self-assessment frequency for each topic.

5	The completed Self-Assessment Plan must be approved by the Board of Directors. The Annual Self-Assessment Plan is maintained in the CMP & Accepted provider information folder on the GPCI Dropbox site.
6	Based upon the self-assessment frequencies that are set for each topic, complete the Self-Assessment schedule by assigning scheduled/target dates for each self-assessment, as well as assignments for the people (or roles) to accomplish each self-assessment. The schedule may be maintained using any system or tool desired by the board of directors. For example, the topics to be self-assessed, their due dates and assigned persons may be maintained as a part of the Self-Assessment Plan.

Self-Assessment Plan

Topic*	Frequency	Last Self-Assessment Date	Next Self-Assessment Due Date	Assigned Person (or Role)
<i>Education</i>				
<i>Grant Employment</i>				
<i>Grant Professional Contribution</i>				

<i>Professional Service</i>				
<i>Independent Project</i>				

Approval

Document Approval

This document was approved by _____, on _____.

Revision history

Revision history

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes

Self-Assessment Plan Decision Grid- Appendix A

Introduction

The following Decision Grid provides guidance for identifying the Self-Assessment topics that should be part of the Self-Assessment Plan. The Decision Grid is a guide, not a prescriptive analytical tool.

How much Self-Assessment is enough?

The amount of self-assessment is a judgment call by the board of directors but is not solely a matter of a person's good or poor performance. In fact, some areas with excellent performance may choose to have a very active, robust Self-Assessment program so the excellent performance can be sustained. Other areas will need a very active, robust Self-Assessment program because they are closing large performance gaps.

As in all programs, there is a limited amount of resources that are available for any activity. Each user must decide where to allocate their self-assessment time to ensure the greatest value return for the time invested.

How to use the Decision Grid

- Review the Information Sources shown in the left hand column
- For each Information Source, identify the suggested frequency for each potential Self-Assessment topic

The self-assessment frequency suggested by the decision grid needs to be evaluated on a case-by-case basis. For example, in some cases it may be desirable to self-assess topics at a higher frequency than suggested, even if performance is excellent, in order to sustain the performance.

Assessment Topic and Frequency for CMP Self-Assessments

	Suggested Self-Assessment Frequency			
	Seldom <i>No conformance concerns have been noted.</i>	1-3 years <i>There is only a little room for improvement, but need to ensure that performance is sustained.</i>	Quarterly to Annual <i>Room for improvement has been noted. Topic needs continued emphasis.</i>	Weekly to Quarterly <i>Significant improvement opportunity has been noted. Focused self-assessment is needed.</i>
Performance History <i>on a particular topic compared to expected results</i> <i>e.g. previous Self-Assessment information</i>	Excellent – Always meets expectations; system is well established; Leads the company in a particular topic.	Great performance - Consistently benchmarked in the top 10%; Nearly always meets expectations	Average – Occasionally does not meet expectations; Consistently benchmarked in the top 50% and trending in the right direction	Poor - Consistently does not meet expectations; benchmarked below 50% OR performance is trending in the wrong direction
Audits – internal & external	Results show conformance to all requirements through multiple audits and years ; No compliance violations confirmed through more than one external inspection/audit	Results shows conformance to all requirements; No compliance violations confirmed through an external inspection/audit	Evidence that conformance is inconsistent and there is a need to re-focus the auditee’s documentation; No compliance violations but inspector recommendations suggest that increased emphasis is needed	Identified as a top concern from the last audit or you have reason to believe that your performance is poor; A compliance violation has occurred.
Severity of failure	Strictly administrative with little to no consequence of conformance failure	Negligible consequences to documentation reporting	Some consequences to documentation reporting	High consequences of a failure or breakdown in documentation reporting

Policy Number: 5.00005
Approved: 08/02/2018

Certification and Recertification Appeals

Exam applicants or certificants may appeal the denial of eligibility to take the GPC examination, or to recertify through the Certification Maintenance Program (CMP). GPCI, will review eligibility appeals of adverse certification decisions from GPC Certifications and applicants. An individual may appeal decisions regarding GPCI policy/procedures (certification eligibility, certification maintenance and recertification) by filing a written appeal. Appeals must be sent to GPCI within 30 calendar days after notification of an adverse decision and will be considered by the GPCI Grievance Committee/Appeals panel at its next scheduled meeting. There is a \$25.00 appeal review fee required with every appeal submitted. Appeals submitted without the \$25.00 fee will not be considered by the GPCI Grievance Committee.

An adverse decision may be appealed for the following reasons:

- GPCI did not apply certification or recertification criteria correctly
- A factual error caused by GPCI affected the outcome
- An extraordinary circumstance that can be verified (through providing **third party** documentation).
- A disaster which is defined as a sudden occurrence that usually affects a large number of individuals and may cause widespread catastrophic damage in a large geographic area/region. Disasters may be natural or caused by human. Examples include but are not limited to tornadoes, hurricanes, earthquakes, terrorist acts, wild fires and tidal waves. The disaster in question must be declared by the governmental agency or determined by GPCI to comply with the definition of disaster provided in this document. Third party documentation may include police report, insurance company letter, or FEMA disaster declaration documentation.
- Action by GPCI affecting eligibility of a candidate to take the examination may be appealed.
- Appeals may be considered for alleged inappropriate examination administration procedure or environmental testing conditions severe enough to cause a major disruption of the examination process and which could have been avoided.

GPCI will not review appeals related to missing posted application deadlines, unless there is a verifiable extraordinary circumstance. The request and supporting documentation must be sent to GPCI using a delivery method that ensures a return receipt.

Appeals regarding the following will not be accepted:

- The determination of the passing score
- The examination or other measurement tool or individual test items
- Test content validity

Because the performance of each question or the examination that is included in the final score has been pretested, there are no appeal procedures to challenge individual examination questions, answers or a failing score.

An examination outcome appeal must be specific, detailed and has supporting documentation, wherever applicable/appropriate, indicating the basis for the appeal.

All examination outcome appeals must be submitted within 30 days following the date that the examination results were disseminated.

In evaluating an appeal, GPCI will consider the information provided on the appeal form, supporting documentation as well as other relevant information that the candidate has submitted. Once a candidate signs the appeals form, the candidate acknowledges the decision of the GPCI Grievance Committee is final.

A favorable appeal only results in the exam fees being deferred to a future examination arranged with adequate future notice.

Appeals Procedure for Candidates denied eligibility for initial certification or recertification.

Candidates whose application for initial certification or recertification are denied must file an appeal within 30 calendar days of notification date of ineligibility letter. The appeals form and appropriate fee of twenty-five dollars (\$25.00) must be sent to GPCI by a form of delivery that requires a return receipt. The requests must indicate the reasons why the decision is being appealed and include all supporting documentation.

Initial appeals will be reviewed by GPCI eligibility chair who will review all properly filled requests with supporting documents. The GPCI eligibility chair will send notification of a decision within 90 calendar days of receipt of the appeal.

In situations where the GPCI eligibility chair has a conflict, the President will review the appeal. If the appeal is denied, the candidate can request second level review within 30 calendar days of receiving the notice of decision.

The appeals committee will appoint three members with no conflict of interest to review the appeal. The appeals committee decision will be final. Candidates will receive a decision within 90 calendar days of receipt of the second level appeal.

GPC Eligibility Appeals Form

Certificants or applicants may appeal the denial of eligibility to take the GPC examination, or to recertify by Certification Maintenance Points (CMP). **All Eligibility Appeals must be submitted to GCPI within 30 calendar days of the date of notification ineligibility.** GPCI will not review appeals related to missing posted application deadlines, unless there is verified extraordinary circumstance (i.e. third-party documentation).

Please submit the following information along with supporting documentation where applicable.

Candidate's Identifying Information

_____ First and Last Name	_____ Date (Effective Date)
_____ Address	
_____ City, State ZIP	
_____ Email	_____ Phone
_____ Exam Date	_____ Testing Location

Reason for Appeal

Please indicate below the circumstances regarding your ineligibility, check all that apply:

- GPCI did not apply certification or recertification criteria correctly
- A factual error affected the decision
- An extraordinary circumstance affected the decision

Please provide a brief rationale for the appeal:

Supporting Documentation

All appeals must include supporting documentation. Please indicate the type of supporting documentation provided:

- Completion of GPCI requirements
- Extraordinary circumstances (must be **third-party** documentation)
- Other documentation to support the appeal

Terms and Conditions: By signing this form, I acknowledge and understand the decision of the GPCI Grievance Committee is final. I also attest that the information provided in this document is true and accurate.

Signature

Date (Effective Date)

Printed Name

Please submit requests and documentation to the GPCI, 10881 Lowell Ave, Suite 190, Overland Park, KS 66210

Email: info@grantcredentials.org

Fax: (913) 788-3398

Policy Number: 6.00001
Approved: 08/02/2018

Recertification Policy

Purpose All certificants are required to comply with GPCI requirements for recertification. The purpose of recertification is to promote continued competence. Recertification does not ensure that the certificant will always provide services at the highest quality level since there are limitations to what certification and recertification can realistically achieve. The range of services in grantsmanship that a certificant can provide may vary over time due to their concentration in a specialized area of the field which may narrow the certificant's range of competence with time.

Recertification

NCCA defines recertification as “requirements and procedures established as part of a certification program that certificants must meet to maintain competence and renew their certification.”

Continuing competence

NCCA defines continuing competence as “demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career.”

Rationale

All grant professionals who have passed the GPC examination and therefore credentialed as a GPC is required to recertify every three (3) years. The purpose of recertification is to enhance continued competence. Since the grant profession is rapidly changing, GPCI board requires credentialed GPC's have their knowledge, skills and competence reassessed through recertification every three (3) years to ensure they stay abreast of current trends, technology and regulations in the field of grantsmanship. The Job Analysis as well as research from the foundation center indicates the field is changing rapidly usually around three (3) years

As the original GPC examination measures a candidate's competency and skill in the grant profession based on a rigorous eligibility process with minimum qualifications based on experience, education and professional service; the Certification Maintenance Program (CMP) for re-certification enhances a GPC's continued competence in the field. In order to maintain GPC status, a GPC must document a variety of activities including participation in continuing education opportunities to stay abreast of current trends and regulations of the grants field; demonstrate employment as a grant professional; indicate professional performance through publications of books, articles or courses taught; maintain involvement in professional services to agencies or boards advancing the profession; or have an opportunity to participate in an independent study sanctioned by GPCI. All of these re-certification activities ensure the grant professional is actively participating in the profession, stays relevant in a rapidly changing environment, collaborating with other grant professionals, funders, and demonstrating good stewardship of grant funds. Re-certifying also demonstrates the GPC continues to adhere to the Grant Professionals Association's Code of Ethics and engages in ethical practices within the field. GPCI also provides an alternate retired status for GPCs who wish to maintain their certification but choose to scale back their involvement within the profession. This also is an enhancement of the GPC credential as it is responsive to more “seasoned” credential grant professionals who express a desire to maintain certification and value the credibility the GPC lends to the profession.

Recertification Deadlines

Each cohort has a deadline in which to submit their Certification Maintenance Program (CMP) paperwork. This deadline falls on the first day of the month of each quarter (March 1, June 1, September 1, December 1). GPCs then fall into their three-month grace period in which they can submit their CMP paperwork and pay a penalty fee. If the GPC fails to submit their paperwork within the three-month grace period, their certification lapses.

Recertification Audits

Ten (10) percent of candidates applying for recertification will be randomly selected for audits annually. GPCI conducts recertification audits from four (4) cohorts. Each cohort represents candidates who are recertifying during each quarter of the year (January to March; April to June; July to September; and October to December). Two and half percent of candidates from each cohort are randomly selected to be audited.

Approximately 75-100 candidates recertify every year, so ten percent of candidates audited represents a statistically significant number of the total candidates. To ensure fair distribution, candidates are selected for audits from each cohort.

Consequences of candidates not recertifying

If a candidate fails to meet the recertification deadline (or the end of their three-month grace period) either by choice or inability to meet the recertification requirements, certification will no longer be valid. The individual will no longer be able to use the credential GPC. An individual whose certification status has lapsed will not have their name listed on the GPCI website as a GPC.

Recertify past the deadline for certification including the extended grace period?

Once the recertification deadline has passed as well as the extended grace period, the candidate can only continue to have the GPC credential if they apply for the examination and pass the examination. In this situation, they also must meet the eligibility requirements for the GPC examination at the time of their application.