Certification Maintenance Program (CMP) Application for
Grant Professional Certified (GPC) Certification Maintenance

Please direct any questions to CMP@grantcredential.org.   Today's Date: _____

Name: _____   GPC Certification Number: _____

Address:_____
             Street   City   State   Zip code

Email Address: _____   Phone: _____

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.

Are you a GPA Member? (check one) _____ Yes _____ No

CMP 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? (check one) _____ Yes _____ No
If yes, please include a $100 late fee with the total amount due.

Payment (check one and complete applicable information):

_____ Credit Card   Credit Card Type and Number: _____

                        Expiration Date (mm/yy):_____/_____   CVV Code _____

                        Billing Address: _____

_____ Check   Check Number: _____

Assurances: Your signature below indicates your agreement with the following statements:
During the Past Three Years: (1) I have adhered to the GPA Code of Ethics; (2) I have not misused or misrepresented my GPC credential; and (3) 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: (1) I will continue to adhere to the GPA Code of Ethics and (2) I will not misuse or misrepresent the GPC credential, and I will report to the GPCI board any instances of misuse by others.

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

_____   _____

Signature of Applicant   Date

Please submit your CMP 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

Revised June 2019

CMP CATEGORY 1: EDUCATION (60 points maximum)

Specific Date(s)	Event or Activity (Make a clear connection to relevancy to grant professional)	Documentation (Do not submit unless audited)	# of CEUs
TOTAL POINTS FOR CATEGORY 1 (Maximum of 60 points allowed in this section)			

CMP CATEGORY 2: GRANT PROFESSIONAL EMPLOYMENT (36 points maximum)
If applying for GPC Retired Status, no points allowed in this section.

Specific Date(s)	Name of employer, business or organization and job title	Documentation (Do not submit unless audited)	# of CEUs
TOTAL POINTS FOR CATEGORY 2 (Maximum of 36 points allowed in this section)			

CMP CATEGORY 3: CONTRIBUTIONS TO THE FIELD (60 points maximum)

Specific Date(s)	Event or Activity (Make a clear connection to relevancy to grants field)	Documentation (Do not submit unless audited)	# of CEUs
TOTAL POINTS FOR CATEGORY 3 (Maximum of 60 points allowed in this section)			

CMP CATEGORY 4: PROFESSIONAL SERVICE (60 points maximum)

Specific Date(s)	Activity (Separate national vs. local membership activities)	Documentation (Do not submit unless audited)	# of CEUs
TOTAL POINTS FOR CATEGORY 4 (Maximum of 60 points allowed in this section)			

CMP CATEGORY 5: INDEPENDENT PROJECT (60 points maximum)
Independent projects MUST be pre-approved by the GPCI Board.

Specific Date(s)	Activity/Project Description (Please attach GPCI Board approval for project.)	Documentation (Do not submit unless audited)	# of CEUs
TOTAL POINTS FOR CATEGORY 5 (Maximum of 60 points allowed in this section)			

GRAND TOTAL: _____

A minimum of 105 points is required for CMP candidates and 50 points for GPC Retired candidates.

: 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 mentorships and academic degrees related to the grants profession that have been conferred during the past three (3) years.

Examples of **Category 1: Education** include workshops, seminars, conferences, and GPA webinars (One point allowed for each hour attended. Partial points can be cumulated, such as a 1.5-hour workshop = 1.5 CEUs).

CATEGORY 2: GRANT PROFESSIONAL EMPLOYMENT (36 points maximum)

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

CATEGORY 3: 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, published articles, or podcasts; 2) management projects that had outcomes that directly impacted the development function of the organization; 3) conference, workshop or GPC study group presentation; and/or 4) obtaining other professional credential from a related field. Examples of **Category 3: Contributions to the Field** include the following:

A. Communications projects – All materials must have been published since the candidate's last CMP cycle.
  - Grant books (45 points) or chapter contributions (15 points per chapter).
  - Sustained editor or publisher of grant-related professional publications such as journals, etc. (30 points)
  - Published grant-related articles of 500 words or more in a professional journal (15 points each).
  - Producing or co-producing a grant-related podcast series (15 points for every 10 episodes aired)
  - Newsletter (2 points each) or magazine articles (5 points each). Short committee reports are not acceptable.
B. Participation on grant review panels (10 points per panel, one panel per year).
C. Grant-related management projects that impact organization's development function (15 points each).
D. Conference or workshop presentation (1 point per hour of actual presentation).
E. GPC Exam Study Groups (1 point per hour of actual presentation/facilitation)
F. Obtaining a 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, GPA Foundation, or other recognized grant-related organizations) and related community service. Examples of **Category 4: Professional Service** include:

A. Professional associations related to the grant profession (e.g., GPA, GPCI, GPA Chapter, GPA Foundation, or other professional associations aligned with the ethical framework of GPA). Membership points within section i and section ii below are not cumulative; however, points can be claimed for both sections.
  i. **National Professional Membership (GPA, GPCI, or other grant-related professional 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.

  ii. **Local Chapter/Regional Professional Association Membership (GPA or other grant-related association)**
    - **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.

B. GPA or other grant-related conference activities: chair (20 points), committee member (10 points), volunteer (0.5 points per hour)
C. Community Service (e.g., community-based board of directors, participating in community-based fundraising activities, serving as a youth leader, etc.) - 1 point per 4 hours up to a maximum of 10 points per year.
D. Pro bono work for a nonprofit organization (1 point per four hours up to a maximum of 10 points per year).

CATEGORY 5: INDEPENDENT PROJECT (60 points maximum)

Pre-approval by the GPCI Board is required and project must be completed prior to submission of the CMP application. Please allow 30 to 60 days for approval by the GPCI Board. The Board meets monthly. Candidate must provide details on the purpose/type of service required and must be valid support for GPA or one of its affiliate organizations. GPCI will determine the number of points for each approved independent project.