

Befriend the Certification Maintenance Program: How GPCs Successfully Maintain Their Credential

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July 24, 2019

Learning Objectives

- Recognize the benefits of NCCA accreditation for GPCI and the GPC credential
- Figure out the most appropriate GPC status and associated fees
- Predict the CMP timeline based on the cohort system
- Categorize professional development activities correctly in the CMP application
- Identify which activities are CMP eligible
- Determine the best supporting documentation to collect in case of an audit
- Locate who to contact for questions or interest in the Accepted Provider Program

NCCA Accreditation



What does this mean for you as a GPC?

- GPCs have external evidence of their skills and competencies in the field.
- The GPC Exam is not just a test; it is a recognized assessment of our accredited GPC program.
- The accreditation by NCCA proves the worth of the credential. It makes the GPC worth even more.
- An accredited program protects the public and, specifically, employers who seek to hire skilled and ethical grant professionals.
- Accreditation of a credential by a nationally recognized body such as NCCA acknowledges the rigorous, high-quality certification program that GPCI has developed and maintained.

CMP Manual & Application

- Revised manual and application in June 2019
- Download most recent versions from GPCI's website:
<https://www.grantcredential.org/certification-maintenance/manual-and-application/>
- Submit CMP application via email (cmp@grantcredential.org) or via mail
GPCI/Certification Maintenance Program
10881 Lowell Ave, Suite 190
Overland Park, KS 66210

GPC Status, CMP Points & Fees

- **GPA member** (chapter affiliation not required)
 - Minimum 105 points required
 - CMP Fee: \$180
- **Non-GPA member**
 - Minimum 105 points required
 - CMP Fee: \$305
- **GPA Retired Status**
 - Minimum 50 points required
 - CMP Fee: \$100



GPC Retired Status

- **Qualifications**

- Already renewed GPC once through CMP process
- No longer working as a paid grant professional (deriving less than 25% of income from grant services)

- **Requirements**

- \$100 nonrefundable fee
- 50 points minimum required in CMP application (compared to 105 for GPC)
- Cannot list activities in Category 2 (Grant Professional Employment) of application
- Must use “GPC Retired” in place of “GPC” after name (i.e.: Jane Doe, GPC Retired)

CMP Application Grace Period

- Three-month grace period to submit CMP application beyond original expiration date
- Activities within application must be completed prior to original expiration date
- \$100 late fee applies in addition to applicable CMP renewal fees
- Name removed from list of credentialed professionals on GPCI's website until CMP application is approved
- Lapses beyond the grace period deadline forfeits ability to use CMP – must retake exam to become recertified

GPC Cohorts & Timelines

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

CMP Application

GPCI | GRANT PROFESSIONALS
CERTIFICATION INSTITUTE
Meeting a Standard of Excellence for the Best Professions

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 (\$100) 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: _____

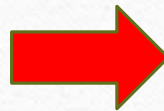
Check Check Number: _____

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: _____

Choose which
GPC status you
are seeking



If yes, add \$100 late
fee to applicable
CMP renewal fee



Continuing Education Categories

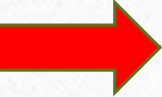
- Category 1: Education (60 points max)
- Category 2: Grant Professional Employment (36 points max)
- Category 3: Contributions to the Field (60 points max)
- Category 4: Professional Service (60 points max)
- Category 5: Independent Project (60 points max)

CMP Application

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

Provide specific dates, not just years



Provide some details here, especially if there's not a clear connection to grants field

Review manual to determine eligible points



Make sure the points add up

**TOTAL POINTS FOR CATEGORY 3
(Maximum of 60 points allowed in this section)**



Category 1: Education

- One point per one hour of education workshops, seminars, and conferences
 - Minimum of 20% of total points outside of candidate's institution
 - Maximum of 50% of total points for activities that are not directly grant related, **but will enhance the performance of grant professional**
- 30 points for one academic degree **acquired during CMP period**
- **Mentorships** – points available for mentee and mentor
(see specifics depending on the activities on page 10)

Category 1: Education

GPA's Annual Conferences

- Earn one point for every hour of workshop attendance
- Includes keynote and luncheon speakers/panels
- Social or networking events, such as a welcome reception and award ceremonies, are NOT eligible for points
- Used to be eligible for 20 points for attending 2.5-day conference
- As of 2018 Annual Conference was worth 13.25 points max (will change depending on conference schedule)

Category 1: Education

- **Common Errors**

- Claim too many points for GPA Annual Conference
- Courses listed that are not grant-related and not clearly defined as to how they enhance a grant professional's work
- Presentations listed that they taught vs. attended in this section
- List *WAY* more points than the maximum allowed in this section

Category 2: Grant Professional Employment

- One point per one full month of full-time work
- Partial job duties (% of job is grant related) or part-time work can be prorated
- Paid coursework or presentations
 - One point per credit hour taught
 - 0.25 points per 2 hours of a paid presentation

Category 2: Grant Professional Employment

- **Common Errors**

- GPC Retired candidates claiming points in this section
- List too many total points for this section
(due to full time job and consultant work on the side)

Category 3: Contributions to the Field

- **Communications Projects** (i.e. books, sustained editor, journal and newsletter articles, podcasts)
- **Participation on grant review panels** – 10 points per panel, one per year
- **Grant-related management projects** that have outcomes that directly impact the development function of the organization – 15 points per project

Specific grants you were awarded and/or managed are NOT eligible for CMP points.

Category 3: Contributions to the Field

- **Conference/Workshop Presentation** – 1 point per hour
- **Coordinating/Facilitating GPC Exam Study Groups**- 1 point per hour
- **Obtaining a recognized psychometrically proven professional credential** from a related field (i.e. CFRE) – 10 points total

Category 3: Contributions to the Field

- **Common Errors**
 - List all the grants that they managed in the three years, not grant management projects that relate to the development function of their organization
 - Claim workshops they've taught that may pertain to the field they work in, but is not directly grant-related (trends of child poverty in rural areas, etc.)
 - List too many total points for this section

Category 4: Professional Service

- **Professional Associations - National Membership** (GPA or other grant-related)
 - **Member** – 2 points maximum per year
 - **Committee member** – 4 points maximum per year
 - **Committee officer or chair** – 8 points maximum per year
 - **Board member** – 12 points maximum per year

Membership points within this section are not cumulative, but you can claim points for both National and Local Chapter membership(s).

Category 4: Professional Service

- **Professional Associations – Local/Chapter Membership** (GPA Chapter or other grant-related local chapter)
 - **Chapter member** – 2 points maximum per year
 - **Chapter Officer/Committee Chair** – 4 points maximum per year
 - **Regional Representative** – 4 points maximum per year

Membership points within this section are not cumulative, but you can claim points for both National and Local Chapter membership(s).

Category 4: Professional Service

- **Grant-related Conference Activities** (both national and local)
 - **Conference Chair** – 20 points
 - **Conference Planning Committee Member** – 10 points
 - **Conference Volunteer** – 0.5 points per volunteer hour (max 10 points per event)

Category 4: Professional Service

- **Community Service** – 1 point per 4 hours, up to 10 points max per year
- **Pro Bono Work**– 1 point per 4 hours, up to 10 points max per year
- **Special Task Force, Ad Hoc Committee, Professional Service Projects** – 10 points (or the approved amount given by project coordinator)
- **Internships** (non-paid) – 15 points per quarter, 60 points max

Category 4: Professional Service

- **Common Errors**

- Apply cumulative points within one category of professional association (i.e.: claiming points for being a chapter board member and chapter member during the same timeframe)
- Claim incorrect number of points for national and chapter memberships
- List too many total points in this section

Category 5: Independent Project

- Must be pre-approved by the GPCI Board (allow up to 60 days for approval)
- Project must be completed prior to application deadline
- Examples:
 - Literature Review
 - Accepted Provider Program Review
 - Dissertation with research focusing on the grant profession



CMP Audit

- Supporting documentation **NOT** required with submission (honor system)
- 10% of applicants will be audited
- Audit conducted in October of 4th cohort of previous year and 1st to 3rd cohorts of the current year (i.e.: 4th of 2018 and 1st, 2nd and 3rd cohorts of 2019)
- Announcement letters go out on October 1
- Auditees have 30 days to supply their supporting documentation for the activities listed in their CMP application (by November 1)
- Audit team has 30 days to review and respond with result (by December 1)

Supporting Documentation

- **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 CMP candidate was employed in grant-related activities or pay stubs with all personal information redacted
- **For contributions to the field:** Actual articles written, copy of book cover with author's name indicated, course outlines, etc.
- **For professional projects:** Board minutes showing attendance, certificate showing volunteerism, letters from those who received pro bono services, etc.
- **For independent projects:** Will be jointly agreed upon prior to undertaking the independent project (usually an approval email)

GPC Accepted Provider Program

<https://www.grantcredential.org/certification-maintenance/cmp-accepted-ce-providers/>



Questions?

- List of credentialed GPCs available on GPCI's website:
<https://www.grantcredential.org/credentialed-grant-professionals/>
- cmp@grantcredential.org
- www.grantcredential.org

