CPPS RECERTIFICATION HANDBOOK

Recertification Guidelines

The Certified Professional in Patient Safety (CPPS) program certifies health care professionals who meet the competency requirements in the areas of patient safety science and human factors engineering, and who demonstrate the ability to apply this knowledge to effectively plan and implement patient safety initiatives.

The CPPS credential establishes core standards for the field of patient safety, benchmarks requirements necessary for health care professionals, and sets an expected proficiency level. It gives those working in patient safety a means to demonstrate their proficiency and skill in the discipline and provides a way for employers to validate a potential candidate’s patient safety knowledge and skill base, critical competencies in today’s health care environment.

Following successful completion of the CPPS examination, the certificant is required to recertify by fulfilling continuing education (CE) requirements, which are reviewed and established by the Certification Board for Professionals in Patient Safety (CBPPS). There are currently two acceptable paths to recertification. Recertification Path I includes obtaining and maintaining documentation of 45 CE hours over the 3-year recertification cycle and payment of a recertification fee. All CE must relate to areas covered in the most current examination content outline. Recertification Path II requires sitting for and passing the CPPS Examinations within one year prior to his/her expiration date.

Recertification Cycle

Each recertification cycle is 3 years in length. Certificants must apply for recertification by the end of the month in which they originally received certification (i.e., an individual certified on March 15, 2013, must reapply by March 31, 2016).

Application Refusal

Applications may be refused, candidates may be barred from future examinations, or candidates or individuals already certified may be sanctioned including revocation of the CPPS designation, for the following reasons:

1. Attesting to false information on the application or on recertification documents or during the random audit procedure
2. Unauthorized possession or distribution of any official testing or examination materials
3. Representing oneself falsely as a designated CPPS

Credential Revocation

If you do not recertify by your expiration date, your certification will be revoked for failure to comply with recertification requirements. Individuals whose credentials have been revoked may not use the CPPS credential when representing themselves. Recertification applications must be submitted by the end of the calendar month in which you were certified.

For an additional fee, certificants may submit a Recertification Application up to 30 days past their expiration date. Beyond the 30 days, CBPPS will not approve any appeals for missed deadlines. You will be required to sit for the examination to begin using the credential again.

Inactive Status Policy

Because the field of patient safety is changing and evolving continually, the CPPS must pursue ongoing education to stay current. For this reason, an inactive path or waiver of the CE requirement is not available.
Retirement of CPPS Credential
Retired status indicates that the CPPS credential may not be used in connection with any job-related activities as an employee or consultant. Retired CPPSs do not receive certification-related mailings. The credential may only be restored by passing the examination.

PATH I: CPPS Recertification by Continuing Education (CE) Hours
To be eligible for recertification by continuing professional education (CE hours), the certificant must obtain and maintain documentation of 45 CE hours over the 3-year recertification period, and pay the recertification fee. All CE must relate to areas covered in the most current examination content outline.

_All continuing professional education that follows the CPPS Content Outline is accepted._
_{It is not a requirement to have the hours approved as CPPS hours._

Continuing professional education for CPPS recertification may include, but is not limited to, such activities as:

**Educational Programs**
Participation in lectures, workshops, education sessions or case presentations provided by a health care association or society, health care facility or provider of services to a health care facility, or an industry-recognized provider of education.

**Self-Study**
Examples include:
- Audio conferences/webinars
- Online educational programs
- Writing questions for the CPPS Examination: 0.5 CEs are awarded for each accepted test item
- CPPS Self-Assessment Examination: completion of the Self-Assessment Examination provided by AMP earns 2 CEs

**Professional Speaking/Teaching**
Examples include presentations/abstracts made by you at a national, regional, state, or local professional association/society. Presentations given as part of your job or work responsibilities are not accepted for recertification. Credit may be declared for twice the length of the educational program or speech.

**Formal Publication of Articles or Books**
Authoring a chapter in a published book earns 10 CEs. Authoring at least two articles published in peer-reviewed journals or periodicals with documented circulation that exceeds 1,000 readers earns 5 CEs.

*For more information, refer to the detailed tables provided on pages 3–4.*

PATH II: CPPS Recertification by Examination
To be eligible for recertification by examination, the certificant must sit for and pass the CPPS Examination within one year prior to his/her certification expiration date.
## Continuing Education (CE) Tables

<table>
<thead>
<tr>
<th>Type</th>
<th>Type Code</th>
<th>Description</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education program And/or Self-study, including audio conference, or online educational program</td>
<td>A</td>
<td>Participation in lecture, workshop, education session or case presentation provided by a professional healthcare association/society, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. Multiple participations in the same course may be counted only once. The provider must award CEs or a similar measure of continuing education.</td>
<td>Certificate of attendance/certificate of completion with CE hours earned.</td>
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<tr>
<td>Academic coursework (in person or approved online program)</td>
<td>B</td>
<td>From an accredited college or university (1 semester credit = 15 CEs; 1 quarter credit = 10 CEs)</td>
<td>Grade report or copy of transcript</td>
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<tr>
<td>Professional speaking/teaching</td>
<td>C</td>
<td>At an educational program or a meeting of a national, regional, state or local professional association/society. Credit may be declared for twice the length of the educational program or speech. Multiple presentations of the same speech/program may be counted only once.</td>
<td>Letter from the organization to which you spoke or copy of conference book indicating session</td>
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<tr>
<td>Academic course development</td>
<td>D</td>
<td>Academic course developed and accepted as part of curriculum. Content relates to one of the 6 exam domains.</td>
<td>Documentation from the academic institution in which the course has been presented</td>
</tr>
<tr>
<td>Test item writing</td>
<td>E</td>
<td>For the CPPS Certification Examination. 0.5 CEs are awarded for each accepted test item.</td>
<td>Letter from CBPPS Credentialing Center</td>
</tr>
<tr>
<td>Self-Assessment Examination</td>
<td>F</td>
<td>Completion of the Self-Assessment Examination provided by the CBPPS Credentialing Center earns 2 CEs</td>
<td>Individual Mastery Report email from AMP</td>
</tr>
<tr>
<td>Authoring/Publishing</td>
<td>G</td>
<td>Authoring a chapter in a published book earns 10 CEs</td>
<td>Copy of the book chapter or articles</td>
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<td></td>
<td>Authoring at least two articles published in peer-reviewed journals or periodicals (as the first, second, or senior author) with documented circulation that exceeds 1,000 readers earns 5 CEs.</td>
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<td>Publications must:</td>
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<td>- Have been published or accepted for publication within the 3-year certification cycle for which continuing professional education is being sought;</td>
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<td>- Relate to a cognitive domain or domains and concomitant tasks included in the appropriate Examination content outline;</td>
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<td>- Bear the author’s name, the publication’s name and the date of publication; and</td>
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<td>- Have been published outside of the certificant’s facility or place of business</td>
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<td>Research</td>
<td>H</td>
<td>(a) An institutional review board (IRB) research project related to one of the 6 examination domains, completed during your 3-year certification period, for which you are clearly identified as one of the primary researchers, and research is not a primary component of your employment responsibilities. Earns 15 CEs.</td>
<td>(a) Copy of IRB approval letter or IRB letter of exemption and a one-page abstract, no more than 250 words, describing the research study and findings and the period when the research was conducted</td>
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<td>(b) A completed dissertation, thesis, or graduate-level scholarly project related to one of the 6 exam domains. Earns 30 CEs.</td>
<td>(b) Dissertation, thesis, or scholarly project approval letter and a one-page abstract of no more than 250 words that describes your</td>
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<td>(c) Serve as a content review on an IRB, dissertation, thesis, or scholarly project that is not a component of</td>
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</tbody>
</table>
(d) Serve on a grant oversight committee or technical expert panel that is not a component of your employment duties. Earns 5 CEs.

dissertation, thesis, or scholarly project findings and the time period during which the dissertation, thesis, or scholarly project was conducted.

(c-d) Supporting documented from the organization describing this work and the dates you served as the reviewer/committee member (e.e., letter on official letterhead)

| Professional Service | I | Complete 2 or more years of volunteer service during your certification period with an international, national, state, or local healthcare-related organization in which your certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, and task forces. Earns 10 CEs. | The official description of your volunteer duties (e.g., copy of an official letter or other documents from the organization attesting to your service and dates of service). |

| NPSF Congress | J | Attendance at annual NPSF Congress. CE hours vary. | Certificate of attendance/certificate of completion with CE hours earned. |

<table>
<thead>
<tr>
<th>Content Code</th>
<th>CPPS Content Outline Category</th>
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<tbody>
<tr>
<td>1</td>
<td>Culture</td>
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<tr>
<td>2</td>
<td>Leadership</td>
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<tr>
<td>3</td>
<td>Risk Identification and Analysis</td>
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<td>4</td>
<td>Data Management System Design</td>
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<tr>
<td>5</td>
<td>Mitigating Risk Through Systems Thinking and Design and Human Factors Analysis</td>
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<tr>
<td>6</td>
<td>External Influences on Patient Safety</td>
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</tbody>
</table>
I. **Culture**

A. **Assessment of Patient Safety Culture**
   1. Administer validated surveys to assess culture of safety
   2. Target low-performing domains for improvement
   3. Identify and disseminate best practices from high-performing work units
   4. Use near-miss reporting as a surrogate measure of patient safety culture

B. **Raising Awareness**
   1. Develop education on the principles and science of patient safety
   2. Educate health care team about patient safety initiatives and best practices
   3. Educate health care team about the importance of reporting errors and near misses and about how to do so
   4. Educate health care team on disclosure and apology to patients related to adverse events and unexpected outcomes
   5. Use storytelling to raise awareness of patient safety

C. **Promoting Cultural Change**
   1. Articulate principles of a culture of accountability
   2. Disseminate information about patient safety activities on a recurring basis
   3. Engage patients and their caregivers in the planning and development of patient safety programs
   4. Promote the involvement of patients and their caregivers in the patients’ care and the patient safety team
   5. Promote a collaborative work environment in which teams can cross multiple disciplines
   6. Facilitate a systems approach to address disruptive behaviors
   7. Ensure support for health care team members involved in adverse events
   8. Develop reporting feedback loop for informing individuals and groups about near misses and adverse events
II. Leadership

A. Align patient safety strategy with organizational mission, vision, values, and goals
B. Advocate for patient safety as a top priority
C. Collaborate with key stakeholders to prioritize patient safety efforts
D. Develop operational plan to improve patient safety
E. Advocate for resources required to support operational plan
F. Create opportunities for interdisciplinary patient safety conversations and problem solving
G. Advocate for integration of patient safety responsibilities into job descriptions and performance evaluation tools
H. Embed accountability into investigation and system improvement
I. Demonstrate ability to influence decision makers and frontline staff to participate in patient safety initiatives
J. Maintain ongoing working relationships with: clinicians, managers, executives, governing body, external agencies, patients, staff

III. Risk Identification and Analysis

A. Implement a systematic approach to respond to data sources (e.g., safety alerts, product recalls, industry alerts)
B. Develop a mechanism to report identified risks
C. Perform activities to identify gaps and risks (e.g., failure modes and effects analysis (FMEA), walk-arounds)
D. Review events and near-miss reports
E. Perform Root Cause Analysis (RCA)
F. Share findings and action items from safety investigations with frontline staff members and other departments

IV. Data Management and System Design

A. Identify valid patient safety data sources (e.g., walk-arounds, event reporting, patient feedback, patient advisory council)
B. Collect and aggregate patient safety data
C. Analyze and interpret patient safety data using statistical techniques (e.g., statistical process control)
D. Develop credible and understandable reports
E. Present written results of data analysis to decision makers

V. Mitigate Risk through Systems Thinking and Design and Human Factors Analysis

A. Systematically identify, define, and address patient safety issues

B. Understand an applied model of systems thinking
   1. Identify relevant system elements (people, tools/technology, tasks environment, organizations and their interaction)
   2. Plan for unintended consequences of making changes to identified system elements

C. Recognize the role of key components of systems that determine safety:
   1. People (e.g., health literacy, cultural competency, physical limitations)
   2. Tools, technology, and techniques
   3. Tasks
   4. Environment
   5. Organization (including culture, financial decisions, rules, staffing, etc.)

D. Apply systems thinking to improving processes:
   1. Identify workflow
   2. Collaborate with frontline staff and management leaders to identify problems with processes
   3. Identify barriers to improving processes
   4. Rank risk reduction strategies, safety concerns, and issues (using multiple sources) to plan and implement sustainable changes
   5. Design/redesign solutions with the help of frontline staff
   6. Standardize processes considering potential unintended consequences

E. Engage stakeholders in a context sensitive manner, i.e., each situation may require engagement of a different group of stakeholders

F. Use case studies as a mechanism to engage stakeholders and drive change

G. Work within the organization to accomplish process improvement and effectively engage leaders and influence stakeholders and frontline staff

H. Identify evidence-based best practices across health care and other industries

I. Use process, outcome, and balancing measures to monitor and inform system performance

J. Employ project management and facilitation skills

K. Facilitate team training as an improvement tool

L. Facilitate team collaboration, communication, and coordination in improvement processes (e.g., using simulation techniques, crew resource management, modeling)
M. Identify normalized deviance (e.g., drift) in processes and systems
N. Recognize rule violations as an indicator of potential system design or performance flaws
O. Incorporate regulatory/accreditation requirements in designing process improvement

VI. External Influences on Patient Safety
A. Articulate current National Patient Safety Goals (NPSGs)
B. Assist work units in implementing NPSGs
C. Maintain current knowledge of external agencies that issue guidelines on patient safety
D. Provide patient safety content expertise in continuous readiness related to accreditation and regulatory agencies
E. Promote compliance with requirements related to reporting serious occurrences and reportable events to appropriate agencies

100 TOTAL ITEMS

Note: approximately 2 percent of the items will require recall on the part of the candidate, 56% will require application of knowledge, and 42 percent will require analysis. All examination forms will include 10 unscored pretest items.
Applying for CPPS Recertification

To apply for recertification:

- Complete the application
- *PATH I only:* Attach copies of required documentation, with documents marked to correspond with the list of Continuing Education Types
- *PATH I only:* Enclose the recertification fee, if applicable (make checks payable to CBPPS)
- Mail to:
  
  The Certification Board for Professionals in Patient Safety (CBPPS)
  
  CPPS Recertification
  
  268 Summer Street, 6th Floor
  
  Boston, MA 02210

Only completed applications can be processed. A completed application must be received by the end of the month in which you were originally certified to ensure continued certified status. Applications received up to 30 days past the expiration date will be subject to a late fee. After the 30-day grace period, successful retest is required for recertification.

Please allow 4-6 weeks for processing of your recertification application.

Questions? Contact us at info@cbpps.org or 617.391.9927
CPPS RECERTIFICATION APPLICATION

ASPPS Member Number (if applicable): ASPPS________

Date Certified (MM/DD/YYYY): ___ / ___ / ________

Name: ________________________________________________________________________________
  First                  Middle Initial                Last

Organization: __________________________________________________________________________

Job Title: ______________________________________________________________________________

Mailing Address: __________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Contact Phone: (___) _____ - _________          Fax: (___) _____ - _________

Email: __________________________________________________________________________________

Recertification Path:

  □ PATH I: Recertification by Continuing Education (CE) Hours
    Requirements:
    □ Certificant information (above)
    □ ‘Continuing Education Documentation’ worksheet (page 12)
    □ Hardcopy documentation for hours claimed (see table on pages 3-4)
    □ Recertification fee (see page 11)

  □ PATH II: Recertification by Examination
    □ Certificant information (above)
    □ AMP passing score report

I hereby verify that the information contained in this recertification application is true and accurate.

_____________________________________________  ___ / ___ / ______
Signature                                         Date
PAYMENT (PATH I: Continuing Education only)

Amount:

☐ ASPPS Member Fee $125*
☐ Non-Member Fee $175*

*International Certificants: Please add $50 processing fee.

Indicate the method of payment. Make checks payable to CBPPS. If paying by credit card, enter all information requested.

☐ Check/Money Order       ☐ Visa       ☐ MasterCard       ☐ American Express

Card Number: ________________________________

Expiration Date: ___________

Name (as it appears on card): ________________________________

Signature: ________________________________
## CONTINUING EDUCATION DOCUMENTATION

<table>
<thead>
<tr>
<th>Title and Description of Activity</th>
<th>Provider or Sponsoring Organization</th>
<th>Date of Activity</th>
<th>Content Code (1-6)</th>
<th>Type Code (A-J)</th>
<th>CE Hours</th>
<th>Documentation Attached?</th>
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