



Recertification Guidelines and Standards

REQUIREMENTS/GUIDELINES

- 275 recertification units (RUs) are required over 4 years to recertify. For retired CMSPs, 20 recertification units (RUs) will be required. (Exceptions to the requirements may be granted for illness, unemployment and other exigent circumstances). The cost of recertification is \$200. Use the “Recertification Application” form to tally your RUs and make payment.
- Individuals will submit their RUs at the end of the four-year certification period. No documentation will be required, but applications for recertification are subject to random verification and candidates may be asked to supply additional information.
- All CMSPs will be required to pledge that their submitted RUs are accurate. (See www.simprofessional.org).
- Unless otherwise specified, one cannot earn double points by applying any single activity to more than one category. For example:
 - As part of regular duties, Professor can get points for either “Employment” OR “Instructing College Courses”, but not both.
 - As part of regular duties, a full time employee who takes a company-offered/sponsored course on company time can only get points for “Employment” (not “Education” too).
 - Credit, however, can be earned for part-time work. (i.e., a research associate can earn credit for teaching a class).

1 EMPLOYMENT

CATEGORY	EXPLANATION/EXAMPLES	RU CREDITS (MAX 60/YEAR)
Full time	If unemployed for any length of time you may not accrue any RU credits toward employment during that period.	5 RU/month
Part time		5 RU/month prorated

2 PUBLICATIONS

CATEGORY	EXPLANATION/EXAMPLES	RU CREDITS (MAX 60/YEAR)
Peer Reviewed Journal	Credit for paper may be claimed once during recertification period.	
1 st Author		15
2 nd or 3 rd Author		10
3 rd author		5
Online Transactions, Magazine		3

3 PROFESSIONAL SOCIETY PARTICIPATION

Category	Explanation/Examples	RU Credits (max 60/year)
Officer/Chair	RU Credits are per year, per position.	15
Committee Leader/Chair		10 RU
Committee Work		5 RU
Individual Membership		3 RU

4 EDUCATION

CATEGORY	EXPLANATION/EXAMPLES	RU CREDITS (MAX 60/YEAR)
Instructor	Course must be completed during the recertification period.	
college course		10RU/3-semester credit course
non-college course		2RU/8-hour day
Student	Course must be completed during the recertification period.	
college course	Audited college courses earn same RU.	5RU/3-semester credit course
non-college course	On-site work sponsored/related training does not count - this is considered as part of normal "employment."	1RU/8-hour day

5 CONFERENCES

CATEGORY	EXPLANATION/EXAMPLES	RU CREDITS (MAX 60/YEAR)
Attendance		1RU/conference day
Publishing/Presenting –		
Primary Author or Presenter or Panel Member		8RU/paper
2nd or 3rd Co-author/Co-presenter		5RU/paper
<3rd Co-author		2RU/paper
Best Paper or Keynote speaker		Additional 2 RU
Organizing Committee		
Conference Leader/Chair		20RU
Conference/Executive (Sub) Committee Leader		15RU
Conference/Executive Committee Member		10RU
Conference Subcommittee Member		5RU

6 CEUS

CATEGORY	EXPLANATION/EXAMPLES	RU CREDITS (MAX 60/YEAR)
CEU from accredited agency	Eligible for CEU credits, but not described above.	1 CEU = 2 RU (1 CEU = 10 contact hours for IACET)