



IAOIP Policy 1031 - CPE and CPU Standard Procedure for Recertification 6 AUGUST 2015

Purpose:

This procedure will describe the recertification methods available to all **IAOIP Certified Professional Innovators (CPI)** for all levels of certification.

Definitions

It is common for professional organizations that issue certifications to also require that individuals keep their skills current through practice and contemporary education. A common system employed uses the “professional units of instruction” which may be labeled as CPE or CEU. The following definitions are employed by **IAOIP** for the purposes of recertification.

A continuing professional education unit (CPE) is recognized by the American National Standards Institute (ANSI) as 50 contact minutes of instruction provided by individuals qualified in the subject matter who provide instruction consistent with the education, experience and advanced preparation of the participant.

A continuing education unit (CEU) is defined by the International Association for Continuing Education and Training (IACET) as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction

IAOIP shall define one(1) CEU to equal ten(10) CPE units. A four(4) hour credit course from an accredited/recognized university, when that course is specific to the recertification subject area, shall equal four(4) CEU units.

IAOIP shall accept CPE units from any organization accredited by the International Association for Continuing Education and Training (IACET) to issue CEU credit provided that the CPE units are in a subject matter appropriate to the current certification. All such CPE units shall be subject to review by the Certification Committee and the Vice-President, Certification Programs and their decision to accept or reject is final and not reviewable.

Recertification Methods

Exam Method

Recertification to all **CPI**'s is available by taking the most current exam for their specific certification. This will be the simplest and most direct method of recertification. **CPI** individuals who choose this method must meet the specific qualification requirements at the time of taking the most current exam, follow all procedures in place and pay all relevant fees as if taking the exam for the first time. Upon passing the appropriate exam their prior certification will be valid for another three years from the date of passing the exam or the date of their prior certification, whichever is later.

CPE or CEU Method

The basic recertification requirement shall be 60 CPE units over the three years for which the original certification was valid.

For the purpose of recertification **IAOIP** will recognize CPE/CEUs as shown in Table 1.

Table 1. Recertification Methods.

Instruction, Activity, Education	CEU/CPE
Attendance at professional society meetings: <ul style="list-style-type: none"> • Annual Innova-Con (credits per full day attendance) • Other professional society in recertification subject 	20 CPEs 16 CPEs
Education: <ul style="list-style-type: none"> • Completion of a graded credit course at an accredited university or college in recertification subject area. • Completion of a certificate course at an accredited university or college in recertification subject area. 	1CEU per credit hour 1 CPE per contact hour
Training and Development: <ul style="list-style-type: none"> • Receive training from an organizations certified to grant CPE/CEUs in subject area of recertification • Complete an Executive/technical skill development course/seminar in recertification subject area. 	All CPE/CEUs earned will be recognized 1 CPE per contact hour
Volunteer work: <ul style="list-style-type: none"> • IAOIP Board of Directors/ExCom • Chairperson of Working Group in recertification subject area • Member(active) of Working Group in recertification subject area • Member of other professional society committee in rectification subject area which develops science of innovation knowledge 	10 CPEs per year(max) 25 CPEs per year(max) 20 CPEs per year(max) 10 CPEs per year(max)
Speaking:	

<ul style="list-style-type: none"> • Speaker at INNOVA-CON on recertification subject area 	20 CPEs per speech
<ul style="list-style-type: none"> • Speaker at a national meeting of a professional society, academic institution, science oriented press/news organization or similar on subject area of recertification. 	15 CPEs per speech
<ul style="list-style-type: none"> • Speaker at chapter meetings, conferences, etc. related to innovation. 	10 CPEs per speech
<ul style="list-style-type: none"> • Participation is a Webcast on subject area of recertification 	5 CPEs per hour
<p>Publications:</p> <ul style="list-style-type: none"> • Publish a book within the three year certification period: <ul style="list-style-type: none"> ○ Sole author ○ Co-author ○ Editor/Co-editor • Write/co-author a chapter on the subject area in book published within the three year certification period • Publish a peer reviewed article in the IJIS. • Publish an article on the recertification subject is a peer reviewed journal • Publish a non-peer reviewed article on rectification subject • Review a paper on rectification subject that is published in a peer reviewed journal 	60 CPEs per chapter 50 CPEs 45 CPEs 40 CPEs 25 CPEs per article 20 CPEs per article 10 CPEs per article 5 CPEs per article
<p>Instruction:</p> <ul style="list-style-type: none"> • Teach a credit course containing significant subject matter to recertification at an accredited university or college. • Teach a certificate course containing significant subject matter to recertification at an accredited university or college. • Teach an IAOIP certification course leading to one or more students becoming CPI in the subject are for recertification at any level. • Conduct an IAOIP Webinar 	50 CPEs per course 3 CPEs per contact hour 5 CPEs per contact hour 10 CPEs per contact hour

Accounting for CPE and CEU units over multiple certifications

The **IAOIP** Certification program is designed to allow any individual to have multiple certifications in support of their professional development. Due to the often significant overlap between the various subjects in the science of innovation it is practical to allow many CPE/CEU units for educational and development to be applied to more than one recertification

IAOIP shall recognize the following cases for counting recertification CEU/CPE units.

- For someone who has the single Foundation Level certification, the recertification accounting is easy and all CEU/CPE units count toward that recertification.
- For someone with one Practitioner Level in addition to the Foundation Level, the 60 CEU/CPE units must contain at least 20 units in the specific area of Practitioner level subject matter.
- For those who have 2 but no more than 6 Practitioner Level certifications, there must be at least 10 CPU/CPE units in each Practitioner Level subject area.
- Any person with 7 or more Practitioner Level Certifications will be treated according the recertification for Advanced Level recertification as described below.

Innova-Con CPEs will count toward any type of Certification and can be double counted as follows. For each Innova-Con day attended a person shall be able to count each day as 8 CPE units toward the Foundation Level recertification and 4 CPE units toward the Practitioner Level recertification.

CPI-Advanced Level recertification will require the submission of appropriate projects employing the Practitioner Levels for which the individual is certified. These will be reviewed by the Certification Committee and recertification approved by the Chairperson of the Certification Committee and the Vice-President, Certification Programs.

Expired Certification

If a certification has expired a person shall have 90 days from the date of expiration to take the appropriate exam or submit the necessary documentation to support recertification. After 90 days the only method to recertify shall be by taking the appropriate exam(s) as described above.