Certified Professional in Patient Safety (CPPS) Recertification Handbook

May 2025

CPPS | Certified Professional in Patient Safety

ihi.org/cpps

Contents

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.

The purpose of recertification is to promote continued competence in the field of patient safety. When asked, patient safety professionals indicated to CBPPS, that they believed the science of patient safety is frequently changing with relevant developments, discoveries, and recommendations on a monthly to yearly basis. This answer helped inform the Board's decision to set the recertification interval to every three years. This decision was further supported by the Board's commitment to a Job Analysis/Study of Practice every 3-5 years. The Board felt these requirements would serve to promote continued competence while not being overly burdensome to the certified professional.

Following successful completion of the CPPS examination, the certificant is required recertify every three years. 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 examination within one year prior to their 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 May 1, 2025, must reapply by May 31, 2028).

Application Refusal

Applications may be refused, candidates may be barred from future examinations, or candidates or individuals 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
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. A grace period exists for up to 30 days post expiration date (additional fees may apply). Beyond the 30 days, CBPPS will not approve any appeals for missed deadlines. You will be required to sit for the examination to use 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, retired path, or waiver of the CE requirement is not available.

> Two paths to recertification are available, as described below. Please submit your application to certification@ihi.org

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. Please refer to the Continuing Education table on pages 5-9 of this handbook for a complete list of accepted activities.

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, activities such 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
- Completion of the CPPS Practice Examination provided by PSI

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 an article published in peer-reviewed journals or periodicals earns 5.0 CEs. Authoring a blog earns 2.5 CEs. Poster presentations at conferences earn 2.5 CEs.

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 their certification expiration date.

Continuing Education (CE) Table (Path I)

Type	Type Code	Description	CPPS CE Caluculation	Documentation
Education program And/or Self-study, including audio conference, or online education program	A	Participation in an online or in-person lecture, workshop, or education session provided by a professional healthcare association/society, healthcare facility, or an	1 hour = 1 CE	Documentation of attendance or completion of program: - Certificate of Completion or official course description and proof of registration

		industry-recognized provider of education. Multiple participations in the same course may only be counted once. Earning a different certification cannot be applied towards your recertification. If you attended a review course preparing for a certification during your recertification cycle, this may be counted if the course content relates to one or more of the exam domains.		
Academic coursework (in person or online)	B	From an accredited college or university.	15 CEs for 1 semester credit; 12.5 CEs for 1 trimester credit; 10 CEs for 1 quarter credit 30 CEs for a completed dissertation, thesis, or graduate-level scholarly project	Academic transcript (official or unofficial)
Professional speaking/teaching	C	At an educational program or a meeting of a national,	1 hour presentation = 2 CEs	Letter from the organization to which you spoke or copy of conference book indicating

		regional, state, or local professional association/society. Multiple presentations of the same speech/program may only be counted once.		session and your name listed as a speaker.
Academic course development	D	Academic course developed and accepted as part curriculum. Content relates to one of the exam domains.	1 hour of course content developed = 2 CEs	Documentation (letter or curriculum outline) from the academic institution in which the course has been presented.
Academic course delivery	E	Academic course delivery (teaching). Content relates to one of the exam domains.

Teaching at an accredited college or university (permitted only if this is not your full-time job) | 30 CEs for 1 semester credit; 25 CEs for 1 trimester credit; 20 CEs for 1 quarter credit | Documentation (letter, website, or curriculum outline) from the academic institution in which the course was taught. |
Item writing	F	For a CBPPS/IHI Certification, SAE, or Review Course.	0.5 CEs per submitted item	Letter from CBPPS verifying participation (contact certification@ihi.org to obtain your letter)
Exam Development/Review Committees	G	For a CBPPS/IHI Certification Examination or SAE.	1 CE per hour of review	Letter from CBPPS verifying participation (contact certification@ihi.org to obtain your letter)
Self-Assessment Examination	H	Completion of a CBPPS/IHI Self-	2 CEs	Copy of score report or completion email

		Assessment Examination.		
Authoring/Publishing	I	Formal publication of articles, books, blogs, or poster presentations.	Authoring a chapter in a published book earns 10 CEs. Authoring an article published in peer-reviewed journals or periodicals earns 5.0 CEs. Authoring a blog earns 2.5 CEs. Poster presentations at conferences earn 2.5 CEs.	Book/Article: Copy of chapter, article, or publication showing your name listed as author. Blog: Image of or link to blog showing you as the author. Poster: Letter or email confirmation from the organization to which your poster was accepted indicating acceptance and your name listed.
Research	J	An institutional review board (IRB) research project related to one of the exam 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.	1 project = 15 CEs	Copy of IRB approval letter or IRB letter of exemption and a onepage abstract, no more than 250 words, describing the research study and findings and the period when the research was conducted.
Professional Service	K	Participation in volunteer service during	1 CE credit per hour of service.	The official description of your volunteer duties

		your certification period with an international, national, state, or local healthcare-related organization in which your certification specialty expertise is required. Accepted volunteer activities including serving on boards of directors, committees, editorial boards, review boards, expert panels, and task forces, as an article/journal reviewer, and/or leading safety improvement (i.e, MIPs).		(e.g., copy of an official letter or other documents from the organization attesting to your service and dates and hours of service).
IHI Conferences	L	Attendance at annual IHI meetings.	CE hours vary.	Certificate of completion
IHI Certification Review Course	M	Participation in a review course. Live, webinar, or online.	CE hours vary.	Certificate of completion

Content Code	CPPS Content Outline Category
1	Culture
2	Systems Thinking, Human Factor Engineering, and Design
3	Safety Risks and Responses
4	Performance Measurement, Analysis, Improvement and Monitoring

Examination Content Outline

1	Culture	20
A	Culture of Safety	
1	Organization Culture (e.g., Just, Non-hierarchical, Psychological Safety)	
2	Organizational Infrastructure and Requirements	
3	Safety Climate/Healthy Work Environment	
4	Communication and Collaboration	
5	Learning Culture	
6	Event Response	
B	Leadership and Outreach	
1	Organizational Leadership and Outreach	
2	Community/Group Leadership and Outreach	
3	Individual/Team Leadership and Outreach	
2	Systems Thinking, Human Factors Engineering, and Design	20
A	Systems Thinking	
1	Systems Thinking Models (e.g., SEIPS) and Frameworks (e.g., Safety I & II, High Reliability)	
2	System Complexity	
3	Systems Approaches and Principles	
B	Human Factors Engineering	
1	Cognitive Bias	
2	System Constraints/Barriers	
3	Human Factors and Ergonomics	
4	Human Capacity	
C	Design	
1	Usability/Functionality	
2	Workflow	
3	Resources (e.g., Supplies, Cost/Benefit)	
4	Technology, Equipment, and Environment	
3	Safety Risks and Responses	35
A	Risk Assessment	
1	Escalations, Reporting Systems, and Communication Methodologies	
2	Severity of Incident	
3	Process and Data Analysis	
4	Transitions of Care	
5	Environmental Hazards	
6	Settings/Care Location	
7	Work Environment and Psychological Safety	
8	Sociodemographic/Population-Specific Stratification and Assessment	
B	Risk and Harm Recognition	
1	Diagnosis	
2	Medication Management and Use Process	
3	Interventions, Surgery, Diagnostic and Therapeutic Procedures	

4	Patient Deterioration	
5	Health Care Acquired Conditions and Infections	
6	Inequities (e.g., Sociodemographic, Population, Condition-Specific, and Workforce)	
7	Physical and Non-Physical Violence and Incivility	
8	Over/Under Treatment and Omissions	
9	Emergency Preparedness	
C	**Barriers to Safety**	
1	Human/Financial Resources	
2	Supplies and Shortages	
3	Technological Factors (e.g., interoperability)	
4	Inequities in Care (e.g., Access, Language, Technology, and Health Literacy)	
5	Care Fragmentation/Transitions	
6	Extra-organizational Challenges (e.g., pandemics, regulations, policies)	
D	**Patient and Workplace Safety Responses**	
1	Protocols and Checklists	
2	Safety Systems (e.g., rapid response, proactive, environmental, EHR)	
3	Risk Management	
4	Peer/Team Support (e.g., safety huddles, debriefings, de-escalation)	
5	Communication and Resolution Programs	
4	**Performance Measurement, Analysis, Improvement and Monitoring**	**25**
A	**Measurement**	
1	Process Mapping	
2	Process, Outcome, and Balance Measurement Design	
3	Data Collection and Analysis	
4	Data Visualization	
B	**Review and Analysis**	
1	Analysis Tools	
2	Analysis and Review Process (e.g., risk, events, hazards)	
3	Approaches to Reviews and Analysis (e.g., proactive and reactive events)	
4	Barriers to Review and Analysis	
C	**Improvement and Sustainability**	
1	Improvement Models	
2	Design, Selection, and Implementation	
3	Communication and Education	
4	Evaluation of Event/Process Response	
5	Hierarchy of Hazard Reduction	
6	Change Management	
7	Monitor Change	

CPPS RECERTIFICATION APPLICATION

Date Certified (MM/DD/YYYY): _____

Name: _____

| First | Middle Initial | Last |

Organization: _____

Job Title: _____

Mailing Address: _____

_____

_____

Contact Phone: _____

Email: _____

PATH I: Recertification by Continuing Education (CE) Hours

Requirements:

☐ **Certificant Information**

☐ **Completed Continuing Education Documentation Worksheet**

☐ **Supporting Documentation For Claimed Activity**

☐ **Recertification Fee**

PATH II: Recertification by Examination

☐ **Certificant Information**

☐ **PSI 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*)

Please visit https://my.ihi.org/cppsrecertification to pay online.

Amount:

☐ United States: $225 US

☐ International: $275 US*

*International fee includes an additional processing fee to cover higher mailing expenses to addresses outside the US.

Continuing Education Documentation

Title and Description of Activity	Provider or Sponsoring Organization	Date of Activity	Content Code (1-4)	Type Code (A-K)	CE Hours	Documentation Attached?

If you encounter any issues completing the Continuing Education table, please use this linked Excel sheet as an alternative to document your CE activities.

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