

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.

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/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 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 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 March 1, 2024, must reapply by March 31, 2027).

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 or waiver of the CE requirement is not available.

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
- Completion of the CPPS Self-Assessment 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 at least two published in peer-review journals or periodicals with documented circulation that exceeds 1,000 readers earns 5 CEs.

For more information, refer to the detailed Continuing Education Tables below.

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) Tables

Type	Type Code	Description	Documentation
Education program And/or Self-study, including audio conference, or online education program	A	Participation in a lecture, workshop, education session or case presentation provided by a professional healthcare association/society, healthcare facility, or an industry-recognized provider of education. Multiple participations in the same course may only be counted once. The provider must award CEs or a similar measure of continuing education	Certificate of attendance/certificate of completion with CE hours earned.
Academic coursework (in person or online)	B	From an accredited college or university (1 semester credit = 15 CEs; 1 trimester credit = 12.5 CEs; 1 quarter credit = 10 CEs).	Grade report or copy of transcript.
Professional speaking/teaching	C	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 only be counted once.	Letter from the organization to which you spoke or copy of conference book indicating session.
Academic course development	D	Academic course developed and accepted as part curriculum. Content relates to one of the exam domains. Credit may be declared for twice the length of the academic course (double credit in Type B above)	Documentation from the academic institution in which the course has been presented.
Item writing	E	For the CPPS Certification Examination, SAE, or Review Course. 0.5 CEs are awarded for each accepted test item.	Letter from CBPPS Credentialing Center.
Self-Assessment Examination	F	Completion of the Self-Assessment Examination provided by CBPPS earns 2 CEs.	Individual Mastery Report email from PSI.
Authoring/Publishing	G	Authoring a chapter in a published book earns 10 CEs.	Copy of the book chapter or article(s).

		<p>Authoring an article published in peer-reviewed journals or periodicals (as the first, second, or senior author) earns 2.5 CEs.</p> <p>Publications must:</p> <ul style="list-style-type: none"> - Have been published or accepted for publication within the 3-year certification cycle for which continuing professional education is being sought; - Relate to a domain or task included in the Exam Content Outline; - Bear the author's name, the publication's name, and the date of publication; and - Have been published outside of the certificant's facility or place of business 		
Research	H	<table border="0"> <tr> <td style="vertical-align: top;"> <p>(a) 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. Earns 15 CEs.</p> <p>(b) A completed dissertation, thesis, or graduate-level scholarly project related to one of the exam domains. Earns 30 CEs.</p> <p>(c) Serve as a content reviewer on an IRB, dissertation thesis, or scholarly project that is not a component of your employment duties. Earns 5 CEs.</p> <p>(d) Serve on a grant oversight committee or technical expert panel that is not a component of your employment duties. Earns 5 CEs.</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p>(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.</p> <p>(b) Dissertation, thesis, or scholarly project approval letter and a one-page abstract of no more than 250 words that describes your dissertation, thesis, or scholarly project findings and the time period during which the dissertation, thesis, or scholarly project was conducted.</p> <p>(c) Supporting documentation from the organization describing the work and the dates served.</p> <p>(d) Supporting documentation from the organization describing the work and the dates served.</p> </td> </tr> </table>	<p>(a) 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. Earns 15 CEs.</p> <p>(b) A completed dissertation, thesis, or graduate-level scholarly project related to one of the exam domains. Earns 30 CEs.</p> <p>(c) Serve as a content reviewer on an IRB, dissertation thesis, or scholarly project that is not a component of your employment duties. Earns 5 CEs.</p> <p>(d) Serve on a grant oversight committee or technical expert panel that is not a component of your employment duties. Earns 5 CEs.</p>	<p>(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.</p> <p>(b) Dissertation, thesis, or scholarly project approval letter and a one-page abstract of no more than 250 words that describes your dissertation, thesis, or scholarly project findings and the time period during which the dissertation, thesis, or scholarly project was conducted.</p> <p>(c) Supporting documentation from the organization describing the work and the dates served.</p> <p>(d) Supporting documentation from the organization describing the work and the dates served.</p>
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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 including 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).
IHI Congress or Forum	J	Attendance at annual IHI meetings. CE hours vary.	Certificate of attendance/certificate of completion with CE hours earned.
CPPS Review Course	K	Participation in a CPPS Review Course. Live, webinar, or online. Earns 6 CEs.	Certificate of Participation.

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	

100 TOTAL ITEMS

Applying for CPPS Recertification

To apply for recertification:

- Complete the application (*application form can be found on pages 11-13*)
- *Path I only*: Attach copies of the required documentation, with documents marked to correspond with the list of Continuing Education types
- *Path I only*: Enclose the recertification fee or make payment online, if applicable (make checks payable to CBPPS)
- Scan and submit via email (cpps@ihi.org) ****preferred method****
- Or mail to (*please do not staple or paperclip application if mailing*):
Institute for Healthcare Improvement
ATTN: CPPS Recertification
53 State Street, 18th Floor
Boston, MA 02109

Only completed applications will 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 6-8 weeks for processing of your recertification application.

Questions? Contact us at cpps@ihi.org or 617.391.9927.

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 *

Hardcopy documentation for hours claimed

*Type code & content code can be found on pages 3-5.

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 1: 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.*

Receipts available upon request.

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?
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