

XIII. Recertification Process

A. General Information

BPS mandates periodic recertification of an individual who is certified in any of its specialties as an assurance to the public and the profession that certified practitioners undergoes periodic evaluation of their specialized knowledge and skill in the specialty area. The intent of this process is to determine that the specialist maintains, or ideally enhances his or her level of competence in the certified specialty practice. A competent specialist must keep pace with changes in pharmaceutical technology and available drugs for diagnosis and treatment.

Recertification shall be required every seven (7) years, in accordance with processes developed by the relevant Specialty Council and approved by BPS. The 7-year period was developed and approved by Specialty Council subject matter experts in all five specialties as appropriately reflecting rate of significant change in the BPS-certified specialty practices, while being practically attainable. Input from educators and other practice leaders are also sought in this process.

In order to maintain BPS certification, certificants must also maintain licensure in their regulatory jurisdiction, which in the U.S. includes mandatory continuing education (generally 15 hours/year). Specialty certificants generally seek advanced clinical training to meet these regulatory requirements.

1. All certificants eligible for recertification by December 31 will be notified by BPS early in that year by mail. That mailing will include specialty-specific information about the requirement, instructions for application, and a copy of the current BPS Recertification Guide.
2. Failure of a certified specialist to apply for or to successfully complete recertification will result in deletion of that specialist from the BPS certified specialists' roster. Once a specialist has been deleted from the roster, relisting can be achieved only by the successful completion of the entire certification process. (See Policy XV).
3. If a board certified pharmacist fails to successfully complete the prescribed recertification process within the seven-year time period, due to extenuating circumstances such as illness, an extension of that pharmacist's certification may be granted for one year while the pharmacist seeks to successfully complete the process. The request must be in writing and significant reasons must be presented as to why the pharmacist specialist was not able to complete the prescribed process during the seven-year period. The request must be submitted prior to the original recertification date and accompanied by a recertification application and payment. No additional extensions will be granted beyond this one-year period. If the certificant is recertifying using a professional development program, sufficient progress must be demonstrated to indicate that completion will be possible before the end of the one-year extension. Such an extension results in resetting of the certificant's next recertification date by one year to seven years from the end of the extension.
4. For purposes of recertification, a member of a Specialty Council whose term of certification ends while he/she is serving on the Council shall have his/her certification extended through

the remainder of his/her term and for the two years after he/she leaves the Council. During this period, he/she must maintain his/her practice in the specialty and meet all requirements for annual renewal of certification in that specialty. This individual must pay the recertification fee and sit for the examination/complete the required number of approved continuing education hours during the third year after he/she has left the Council. Otherwise his/her name shall be removed from the official BPS roster of board certified specialists.

B. Examination Option

1. All BPS certificants are offered the option of recertifying by written examination. This examination consists of a 100-item multiple choice examination, administered as Book 1 (morning session only) of the current BPS certification examination for the specialty. Because every BPS examination is updated with new items annually (usually 40%, alternated with 4%) by the subject matter expert Specialty Council, this recertification process appropriately assesses currency of knowledge and skill in the specialty. The recertification examination that a certificant takes after seven years will be virtually all new, current material compared with the exam for original certification.
2. All of the policies and procedures pertaining to the development and administration of BPS Recertification examinations are by definition identical to those for full initial certifications. Those policies and procedures are detailed in Policy X. Examination Development Process and XI. Examination Administration, Scoring and Reporting. The Passing Point of a recertification examination is set by the Specialty Council in consultation with the psychometric consultant. Customarily, the passing score for a 100-item recertification examination is one-half the passing score for the full 200-item examination.
3. Written recertification examinations are administered on the same day and in the same sites as the full-day initial certifications.
4. All candidates for recertification by examination are provided the current year's BPS Recertification Guide – Addendum, which includes full information about the written examination process.

C. Professional Development Option

1. BPS accepts Applications for Approval of Professional Development Programs as an alternative to Recertification by written examination for interested certificants. (Sample at Appendix 3) The application process describes the rigorous requirements of such programs, including that they:
 - a) comprehensively cover all domains of the current BPS Content Outline for the specialty exam.
 - b) are approved for pharmacy continuing education by the Accreditation Council for Pharmacy Education
 - c) include a written assessment component for each lesson/unit
 - d) be offered by a single entity, with components from sub-contracted sources if appropriate
 - e) are subject to annual comprehensive review by the Specialty Council and approval by BPS
2. Each Specialty Council develops the number of hours (or CEUs) of credit from approved professional development program(s) required during the 7-year recertification period. This number is based on rapidity of change in the specialty, breadth of the specialty,

profession and specialty-wide standards, and other pertinent factors. When this number is originally established, or changes made, the Council must justify its number to the BPS Board for approval. Reevaluation of this number is also done by the Specialty Council at the time of the annual review of approved program(s) and at the request of the Board.

3. Applications for specific professional development programs for recertification are first reviewed by staff for completeness, then by the pertinent Specialty Council for substantive compliance with the conditions of the RFP. Quality and comprehensiveness of the program are primary considerations. Cost and logistics are not a primary concern of BPS, although the Council may call obvious disincentives to use to the attention of the organization submitting the proposal. Typically, there may be some negotiation on the terms of the program and amendments made prior to final recommendation to the BPS Board for acceptance or rejection of the proposal. The BPS Board makes that determination after reviewing the proposal and the Council's recommendation. Organizations that submitted the proposal are officially notified of the action by BPS.
4. If a professional development program for recertification is approved or modified, BPS notifies affected certificants as well as the pharmacy community through mailed or e-mailed announcements, news releases, etc. The provider of the program is authorized to communicate directly with certificants to implement the program.
5. It is the responsibility of the provider of the program to report hours/credits earned in the program directly to BPS in electronic form within 30 days after the end of each calendar year, for entry into the BPS certificants database. If there are subcontractors to the provider, the provider must consolidate all of their reports into this one consolidated annual report of each certificant's credits.
6. Each Specialty Council conducts a formal review of each approved recertification professional development program for its specialty at its Spring business meeting. This report is based on statistical and narrative information supplied by the program provider in response to a request by BPS staff, with specific input from the Specialty Council about particular needs or questions for the review. Council members are requested to score the program on several points and to discuss strengths and weaknesses. A final vote is taken by the Council to recommend approval or disapproval of the program to the BPS Board. In addition, recommendations to the provider may be developed by the Council.
7. Each approved provider of a BPS recertification professional development program is charged an initial application review fee of \$1,000 and then \$500 per year for administratively managing the review and approval process. BPS has no other financial relationships with an approved professional development program.
8. As of January 2008, approved providers of professional development programs for recertification of BPS certificants are:
 - a. Nuclear Pharmacy – University of New Mexico College of Pharmacy
 - b. Nutrition Support Pharmacy – No provider has ever applied for approval
 - c. Oncology Pharmacy – American College of Clinical Pharmacy/American Society of Health-System Pharmacists/Hematology-Oncology Pharmacy Association
 - d. Pharmacotherapy – American College of Clinical Pharmacy
 - e. Psychiatric Pharmacy – College of Psychiatric and Neurologic Pharmacists

9. When recertification is accomplished through a continuing professional development program for any specialty, all hours creditable to a specific 7-year recertification period must be earned within that period. Unneeded credit hours may not be carried over from one 7-year period to the next.
10. The “due date” of a professional development program which is established by its provider determines the year the program is creditable, regardless of when it is completed and submitted by the certificant. For example, a program due on January 20 of a particular year will only be credited for that year, even if it was submitted to the provider in December of the previous year.
11. Professional development programs approved for use in recertifying specialists must be reasonably available throughout the U.S. through live and/or distance learning mechanisms.

D. Requirements for recertification in Nuclear Pharmacy:

- Maintaining a current, active license to practice pharmacy
- Self-evaluation: Personal review by the BCNP of the nuclear pharmacy practice activities and functions which have changed since initial certification or last recertification
- Formal assessment: Either completing 70 hours of continuing education from a BPS-approved professional development program OR achieving a passing score on the 100-item multiple-choice recertification examination, this is based on the content outline of the certification examination.

As part of the recertification process, every BCNP is asked to complete an annual practice report form provided by BPS. The information is compiled by BPS at the beginning of the recertification process and sent to the BCNP for verification and updating. At the time of recertification, the BCNP is also required to certify that (s)he is not currently under suspension by either the U.S. Nuclear Regulatory Commission or a state Radiation Control Organization.

E. Requirements for recertification in Nutrition Support Pharmacy:

- Maintaining a current, active license to practice pharmacy.
- Earning a minimum of 3.0 continuing education units (CEUs) in nutrition support with no less than 1.0 CEUs earned every two years. These CEUs must be from providers accredited by the Accreditation Council for Pharmacy Education (ACPE).
- Achieving a passing score on the 100-item, multiple-choice examination, which is based on the content outline of the certification examination OR completing 80 hours of continuing education from a BPS-approved professional development program (Note: No qualifying program has applied to provide recertification by professional development.)

F. Requirements for recertification in Oncology Pharmacy:

- Proof of current, active license in pharmacy
- Assessment of the practitioner's knowledge and skills through **ONE** of two methods: Achieving a passing score on a multiple-choice objective examination of 100 items, based on the content outline of the certification examination, OR Completing 100 hours of continuing education from a BPS-approved professional development program.

Program credit requirements will be phased in over several years, as has been done for other BPS specialties with professional development options. The following table summarizes the requirements for each year group. Note that for BCOPs first certified in 1998, one additional year (until the end of 2006) has been provided to acquire the necessary credits. Additional details on requirements will be provided to individual BCOPs as their recertification time approaches.

<u>BCOP Certified in:</u>	<u>Hours required:</u>	<u>By</u>
1998	35	12/31/2006 (using 1-year extension)
1999	35	12/31/2006
2000	55	12/31/2007
2001	70	12/31/2008
2002	85	12/31/2009
2003 and beyond	100	Seven years from certification

G. Requirements for recertification in Pharmacotherapy:

- Maintaining a current, active license to practice pharmacy.
- Either achieving a passing score on a 100-item, multiple-choice recertification examination, which is based on the content outline of the certification examination, OR completing 120 hours of continuing education from a BPS-approved professional development program.

H. Requirements for recertification in Psychiatric Pharmacy:

- Proof of current, active license in pharmacy
- Assessment of the practitioner's knowledge and skills through **ONE** of two methods:
Achieving a passing score on a multiple-choice objective examination of 100 items, based on the content outline of the certification examination, OR
Completing 100 hours of continuing education from a BPS-approved professional development program.

Upon approval of the professional development program proposed by the American Society of Health-System Pharmacists, in conjunction with the College of Psychiatric and Neurologic Pharmacists in 2002, the BPS Board approved the following schedule of phased-in credit requirements for recertification of BCPP using this method.

<u>BCPP Certified in:</u>	<u>Hours required:</u>	<u>By:</u>
1996	55	12/31/2004 (using 1-year extension)
1997	55	12/31/2004
1998	70	12/31/2005
1999	90	12/31/2006
2000	110	12/31/2007
2001 and beyond	100	Seven years from certification