



**Policies and Procedures  
Recertification Process  
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## **1. Policy on Recertification Process**

The BPS shall be tasked with ensuring that certified persons maintain professional competence beyond initial certification. This shall be accomplished by establishing a set of requirements that must be met during a specified recertification period.

The length of this recertification period, and the requirements to be met shall be based on continually monitoring the requirements of the profession and recertification requirements shall be updated as research dictates. Recertification policies, procedures and requirements shall be outlined in the BPS Recertification Guide which shall be posted on the BPS website.

### **1a. Policy on Recertification**

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 undergo periodic evaluation of their specialized knowledge and skill in a given specialty area. The intent of this process is to determine that the specialist maintains 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 specialties as appropriately reflecting the rate of significant change in the BPS-certified specialty practices, while being practically attainable. Input from educators and other practice leaders is also sought in this process. Also, as a job task analysis/role delineation study is conducted every 5 years, the results of this analysis can take up to seven years before a new exam is deployed.

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.

### **1b. Procedures for Recertification**

#### **A. General Information**

1. All certificants eligible for recertification by December 31 will be notified by BPS early in that year. That communication 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 decertification and 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.

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 submitted with online extension request, 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. Appointed Specialist Members of the Specialty Council must maintain an active certification status in the pharmacy specialty area under the responsibility of the Council for the duration of their term(s). For the purpose of recertification, Specialist Members must recertify by continuing education and adhere to the requirements and processes outlined in the Recertification Guide. If a Specialist Member fails to successfully complete the prescribed recertification by continuing education process due to extenuating circumstances, 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. Sufficient progress on the recertification by continuing education must be demonstrated by pharmacist specialist to indicate that completion will be possible before the end of the one-year extension. Such an extension results in resetting of the certification's next recertification date by one year to seven years from the end of the extension. Otherwise his/her name shall be removed from the official BPS roster of board-certified specialists and he/she is unable to serve on the Specialty Council as a Specialist Member.

## **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 Part 1 of the current BPS certification examination for the specialty. The recertification examination is assembled according to the domain specifications stated in the current content outline for the specialty. Because every BPS examination is updated with new items annually (usually 40%, alternated with 4%) by the 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, where current material is compared with the original certification examination.

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. The Passing Point of a recertification examination is set by the Specialty Council in consultation with the testing expert. Customarily, the passing score for a 100-item recertification examination is equated to the passing score for the full examination used for initial certification.

3. Written recertification examinations are administered on the same day and in the same sites as the initial certifications.

4. All candidates for recertification by examination are provided the current year's BPS Recertification Guide, 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.

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. Are 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 rate 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 for 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 submit proposals 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 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 a format acceptable to BPS no later than 6 weeks following the post-test due date, 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 quality improvement review of each approved recertification professional development program for its specialty at its 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. Recommendations for quality improvements to the provider will be developed by the Council. A vote taken by the Council will be taken in the event the provider is being removed for gross deficiencies.

7. Each approved provider of a BPS recertification professional development program is charged an initial designation fee of \$1,000 and then \$650 annual designation fee per year for administering the review and approval process. BPS has no other financial relationships with an approved professional development program.

8. Approved providers of professional development programs for recertification of BPS certificants are:

- a.** Ambulatory Care Pharmacy – American College of Clinical Pharmacy (ACCP) and American Society of Health-System Pharmacists (ASHP)/American Pharmacists Association (APhA)
- b.** Cardiology Pharmacy – American College of Clinical Pharmacy (ACCP)/American Society of Health-System Pharmacists (ASHP)
- c.** Critical Care Pharmacy – American College of Clinical Pharmacy (ACCP)/Society of Critical Care Medicine (SCCM) and American Society of Health-System Pharmacists (ASHP)
- d.** Geriatric Pharmacy – American Society of Consultant Pharmacists (ASCP) and/or American Society of Health-System Pharmacists (ASHP)/American College of Clinical Pharmacy (ACCP)
- e.** Infectious Diseases Pharmacy – American College of Clinical Pharmacy (ACCP)/ American Society of Health-System Pharmacists (ASHP) and/or Society of Infectious Diseases Pharmacists (SIDP)
- f.** Nuclear Pharmacy – Purdue University College of Pharmacy
- g.** Nutrition Support Pharmacy – Purdue University College of Pharmacy
- h.** Oncology Pharmacy – American College of Clinical Pharmacy (ACCP)/American Society of Health-System Pharmacists (ASHP) and Hematology-Oncology Pharmacy Association (HOPA)
- i.** Pediatric Pharmacy – American College of Clinical Pharmacy (ACCP), American Society of Health-System Pharmacists (ASHP) and Pediatric Pharmacy Advocacy Group (PPAG)
- j.** Pharmacotherapy – American College of Clinical Pharmacy (ACCP) and American Society of Health-System Pharmacists (ASHP)
- k.** Psychiatric Pharmacy – College of Psychiatric and Neurologic Pharmacists Association (CPNP)

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 “completed date” of a professional development program which is established by the certificant determines the year the program is creditable, as long as that date occurs within the timeframe between the release date and the expiration date.

11. Professional development programs approved for use in recertifying specialists must be reasonably available through live and/or distance learning mechanisms.

12. Certificants who hold more than one BPS certification can claim up to forty-two (42) hours over 7 years on activities approved by BPS for dual or multiple purpose recertification.

**A. Requirements for Recertification in Ambulatory Care Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Ambulatory Care Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by a professional development program approved by BPS

**B. Requirements for Recertification in Cardiology Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Cardiology Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**C. Requirements for Recertification in Critical Care Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Critical Care Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**D. Requirements for Recertification in Geriatric Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Geriatric Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**E. Requirements for Recertification in Infectious Diseases Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Infectious Diseases Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**F. Requirements for Recertification in Nuclear Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Nuclear Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education provided by the professional development program approved by BPS.
- 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.

**G. Requirements for Recertification in Nutrition Support Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Nutrition Support Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education provided by the professional development program approved by BPS.

**H. Requirements for Recertification in Oncology Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Oncology Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**I. Requirements for Recertification in Pediatric Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Pediatric Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**J. Requirements for Recertification in Pharmacotherapy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Pharmacotherapy Specialty in their seventh year following initial certification; **OR**
- Earning 120 hours of continuing education credit provided by professional development programs approved by BPS.

**K. Requirements for Recertification in Psychiatric Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item, multiple choice objective recertification examination (administered by BPS), based on the current content outline for the Psychiatric Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.

**L. Recertification Requirements in Solid Organ Transplantation Pharmacy:**

- A current, active license to practice pharmacy is required for recertification.
- Achieving a passing score on the 100-item recertification examination (administered by BPS), based on the current content outline for the Solid Organ Transplantation Pharmacy Specialty in their seventh year following initial certification; **OR**
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS.