



**Policies and Procedures**  
**Recertification Process**  
**Extracted from Operating Procedures Document No.: OP-001**  
**Effective Date: 03/22/2023**

## **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 required for a specific level of proficiency in a given specialty area. The intent of this process is to determine that the specialist maintains a level of competence in the certified specialty practice. A competent specialist must keep pace with new regulations, drugs, and therapies as well as current, best practice guidelines.

Recertification shall be required every seven (7) years, in accordance with processes developed by the relevant Specialty Council and approved by the BPS Board. 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.

To maintain BPS certification, certificants must also maintain licensure in their regulatory jurisdiction.

### **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 recertification requirements, instructions for submitting recertification application, and a website link to the current BPS Recertification Guide.

2. Failure of a certified specialist to apply for or to successfully complete recertification requirements will result in deactivation and removal of that specialist from the BPS certified specialists' roster. Once a specialist has been removed from the roster, active certification status can be achieved only by the successful completion of the entire certification process. (See **Section 11.2a**-Policy on Discipline and

Revocation of Certification).

3. If a certificant makes a voluntary decision to “delist their certification they must inform BPS via submission of a delist request in the certificants’ *MyBPS* account. Upon receipt of the request, the credential will be considered terminated and any obligations to BPS are voided. In addition, the certificant, upon renouncement, must cease using the BPS certification which includes the use of the designation (e.g., BCPS, BCACP), use of the digital badge, and display of the physical certificate. To reactivate the certification, the individual will need to meet certification eligibility criteria, apply for certification and pay applicable fees, and pass the certification examination . BPS reserves the right to post the termination of the certification on the BPS website to inform stakeholders that the individual is no longer board certified.

4. If a board-certified pharmacist fails to successfully complete the prescribed recertification process within the seven-year time period, due to extenuating circumstances, a one time, one-year extension of that pharmacist's certification may be granted while the pharmacist seeks to successfully complete the process. The request must be submitted in writing via extension request through the certificants’ *MyBPS* account, 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.

Recertification application and payment must be received prior to extension request submission. 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. Upon successful completion of recertification requirements at the end of the one-year extension, a new 7-year recertification cycle will begin.

5. Members of the Specialty Council who are appointed as board-certified members must maintain active certification status for the duration of their term(s). Specialty Council members must recertify by professional development program and adhere to the requirements and processes outlined in the Recertification Guide. If a Council Member fails to successfully complete the prescribed recertification by professional development program process due to extenuating circumstances, a one time, one-year extension of that pharmacist's certification may be granted while the pharmacist seeks to successfully complete the process. The request must be submitted in writing via extension request through the certificants’ *MyBPS* account 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. Recertification application and payment must be received prior to extension request submission. 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. Upon successful completion of recertification requirements at the end of the one-year extension, a new 7-year recertification cycle will begin. Specialty Council members who are unsuccessful in maintaining their certification are subject to removal from the official BPS roster of board certified specialists and Specialty Council roster.

## **B. Recertification by examination**

1. All BPS certificants are offered the option of recertifying by examination. The recertification examination consists of 100 items, 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 taken by a certificant in their seventh year is comprised of all new and/or updated material compared with the original certification examination taken by the certificant.

2. All the policies and procedures pertaining to the development and administration of BPS recertification examinations are by definition identical to those for certification examinations. Those policies and procedures are detailed in Policy 7. Examination Development Process and Policy 8. Examination Administration, Scoring and Reporting. 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 certification examination.

3. Recertification examinations are administered during the same testing window and in the same sites as certification examinations.

4. All candidates for recertification by examination can publicly access the BPS Recertification Guide on the website, which includes full information about the examination process.

### **C. Recertification by Professional Development**

1. All BPS certificants are offered the option of recertifying by professional development program. A request for proposals for professional development programs for the recertification of board certified pharmacists is issued publicly prior to each new contract term.

The request for proposal process describes the rigorous requirements of such professional development programs, including that they:

- a) Comprehensively cover all domains of the current BPS Content Outline for the specialty.
- b) Maintain status as Accreditation Council for Pharmacy Education (ACPE) accredited providers of continuing pharmacy education.
- c) Include an assessment for each activity comparable in rigor and quality to BPS exams
- d) Are subject to continuous quality improvement feedback from the Specialty Council and BPS.

2. The number of units that must be earned from BPS-approved professional development program providers over the 7-year recertification period is specified by the Specialty Council and subject to approval by the Board of Directors. Reevaluation of recertification requirements and policies is conducted by the Specialty Council annually.

3. Proposals for professional development programs for the recertification of board certified pharmacists are first reviewed by staff for completeness, then by the pertinent Specialty Council for substantive compliance with the conditions of the RFP. Proposals are evaluated on the specifications set forth in the RFP. The BPS Board makes the approval determination after reviewing the proposal and the Council's recommendation. Organizations that submit proposals are officially notified of the action by BPS.

4. BPS notifies certificants and the pharmacy community of BPS-approved professional development program providers via press release and/or email. The provider of the program is authorized to communicate directly with certificants to implement the program in compliance with the Data Sharing Agreement.

5. It is the responsibility of the provider of the program to report units earned directly to BPS in a format acceptable to BPS no later than 6 weeks following the post-activity due date.

6. Each Specialty Council conducts an annual quality review of each approved professional development program at its business meeting. This report is based on statistical and narrative information supplied by the program provider in their Annual Report. Council members are requested to score the program on several criteria and to discuss strengths and weaknesses. Recommendations to the provider are developed by the Council. A vote will be taken by the Council in the event the provider is being removed for gross deficiencies.

7. Each approved provider of a BPS-approved professional development program is charged an initial designation fee of \$1,000 and then \$650 annual designation fee per year. BPS has no other financial relationships with approved professional development programs.

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

- a. Nuclear Pharmacy – Purdue University College of Pharmacy
- b. Nutrition Support Pharmacy – Purdue University College of Pharmacy
- c. Oncology Pharmacy – American College of Clinical Pharmacy/American Society of Health-System Pharmacists and Hematology-Oncology Pharmacy Association
- d. Pharmacotherapy – American College of Clinical Pharmacy and American Society of Health-System Pharmacists
- e. Psychiatric Pharmacy – American Association of Psychiatric Pharmacists
- f. Ambulatory Care Pharmacy - American College of Clinical Pharmacy/American Society of Health-System Pharmacists and American Pharmacists Association
- g. Critical Care Pharmacy – American College of Clinical Pharmacy, American Society of Health-System Pharmacists and Society of Critical Care Medicine
- h. Pediatric Pharmacy - American College of Clinical Pharmacy, American Society of Health-System Pharmacists and Pediatric Pharmacy Association
- i. Cardiology Pharmacy – American College of Clinical Pharmacy/American Society of Health-System Pharmacists
- j. Infectious Diseases Pharmacy – American Society of Health-System Pharmacists/American College of Clinical Pharmacy and Society of Infectious Diseases Pharmacists
- k. Geriatric Pharmacy – American Society of Consultant Pharmacists (ASCP) and American Society of Health-System Pharmacists (ASHP)/American College of Clinical Pharmacy (ACCP)
- l. Compounded Sterile Preparation Pharmacy - American Society of Health-System Pharmacists (ASHP) and American Pharmacists Association (APhA)

9. When recertification is accomplished through professional development program, all units creditable to a specific 7-year recertification period must be earned within that period. Excess units may not be carried over from one 7-year period to the next.

10. The “completed date” of an activity of a professional development program is the date which determines the year the units are creditable, so long as that date occurs within the timeframe between the release date and the expiration date. Units will only be credited for successful post-activity assessment scores.

11. Certificants who hold more than one BPS certification can claim no more than 40 hours over 7 years on activities approved by BPS for dual or multiple purpose recertification.

**D. Requirements for Recertification in Ambulatory Care Pharmacy: [Click Here](#)**

**E. Requirements for Recertification in Cardiology Pharmacy: [Click Here](#)**

**F. Requirements for Recertification in Compounded Sterile Pharmacy: [Click Here](#)**

**G. Requirements for Recertification in Critical Care Pharmacy: [Click Here](#)**

**H. Requirements for Recertification in Emergency Medicine Pharmacy: [Click Here](#)**

**I. Requirements for Recertification in Geriatric Pharmacy: [Click Here](#)**

**J. Requirements for Recertification in Infectious Diseases Pharmacy: [Click Here](#)**

**K. Requirements for Recertification in Nuclear Pharmacy: [Click Here](#)**

**L. Requirements for Recertification in Nutrition Support Pharmacy: [Click Here](#)**

**M. Requirements for Recertification in Oncology Pharmacy: [Click Here](#)**

**N. Requirements for Recertification in Pediatric Pharmacy: [Click Here](#)**

**O. Requirements for Recertification in Pharmacotherapy: [Click Here](#)**

**P. Requirements for Recertification in Psychiatric Pharmacy: [Click Here](#)**

**Q. Requirements for Recertification in Solid Organ Transplantation Pharmacy: [Click Here](#)**