

## SAMPLE Certification Maintenance Program Tracking Form

Name \_\_\_\_\_

Please feel free to add additional lines to each Category as needed.

Date	Event (Include name and/or title of event when applicable)	Documentation	# of CEUS
<b>CMP CATEGORY 1: EDUCATION</b>			
5/30/08	AAGP Regional Conference, Chicago	Registration and list of workshops attended and presenter(s)	6
8/4-7/08	RSA Project Directors Conference, Washington DC	Registration and list of workshops attended and presenter(s)	16
10/22-25/08	Attendance at AAGP Conference, Long Beach	Registration and list of workshops attended and presenter(s)	20
<b>CMP CATEGORY 2: GRANT EMPLOYMENT</b>			
2008	Employment in Grant Field/Grant Manager/ Consultant	Letter from employer	12
<b>CMP CATEGORY 3: PROFESSIONAL PERFORMANCE</b>			
10/24/08	Presenter at AAGP National Conference	Conference program	4
2/13/08	Presenter at So. Cal Chapter Meeting on GPC, Studio City	Conference program	2
<b>CMP CATEGORY 4: PROFESSIONAL SERVICE</b>			
8/14/08	So. Cal. Chapter Meeting	Agenda and attendance sheet	2
2008	Board Member AAGP	Minutes with attendance noted	12
2008	Board Member GPCI	Minutes with attendance noted	12
2008	AAGP So. Cal Chapter Member	Agenda and attendance sheet	2
2008	Nonprofit Board Member – LIFESIGNS, CHAD	Minutes with attendance noted	10
<b>CMP CATEGORY 5: INDEPENDENT PROJECTS</b>			

**CMP Categories:** \*\*The list below is abridged and provided for convenience. Please refer to the official CMP Manual for a full and official description of the CMP categories.

### **CATEGORY 1: EDUCATION**

**60 points maximum** - Candidates earn one (1) point for each one (1) hour of continuing education workshops, seminars, and/or conferences they have attended during the past three (3) years. Points are also awarded for academic degrees related to the grants profession that have been conferred during the past three years.

Examples of **Category 1: Education** includes the following:

- Workshops, seminars, and conferences, AAGP webinars (one point for each one hour attended. Partial points can be cumulated, such as a 1.5 hour workshop – 1.5 CEU).
- Retaking the GPCI Examination (points not applicable).

### **CATEGORY 2: GRANT PROFESSIONAL EMPLOYMENT**

**36 points maximum** - One (1) point for each one (1) month of paid, professional experience as a member of a grant staff or a consultant during the past three (3) years. Job duties must be directly related to generating or managing grant dollars. Partial job duties related to the grant profession may be calculated toward the total. Evidence may include copy of contract (with salary crossed off), letter from supervisor, pay stub (with salary crossed out), etc.

### **CATEGORY 3: GRANT PROFESSIONAL PERFORMANCE**

**60 points maximum** - Candidates can earn "grant professional performance" points via three pathways: 1) Communications projects with outcomes that directly impact the grant professional or function of the organization, such as grant books or published articles; 2) Management projects that had outcomes that directly impacted the development function of the organization; or 3) Conference or workshop presentation. Examples of **Category 3: Grants Professional Performance** include the following:

- Communications projects – All materials submitted must have been published since the candidate's last CMP cycle.
- Projects with outcomes that directly impacted the grant professional or function of the organization-- up to 10 points.
- Grant books (30 points) or chapter contributions – determined on a case by case basis.
- Sustained Editor or Publisher of grant related professional organs such as journals, books, etc. (30 points)
- Published grant- related articles of 500 words or more in a professional journal (15 point each)
- Newsletters (2 points) or magazine articles (5 points each). Short committee reports are not acceptable.
- Participation on grant review panels (10 points per panel, one panel per year)
- Successful funding of a minimum of five grants in a one year period (10 points per five-grant bundle)
- Obtaining a recognized psychometrically proven professional credential from a related field (e.g., CFRE) (10 pts.)
- Grant management projects that directly impact the development function of the organization (15 points per project).
- Conference or workshop presentation (2 points per hour of actual presentation).

### **CATEGORY 4: PROFESSIONAL SERVICE**

**60 points maximum** - Candidates earn points on a sliding scale – depending on the level of involvement - through participation in professional associations (e.g., AAGP, GPCI, AAGP Chapter, the AAGP Foundation or other recognized organizations) and related community service. Examples of **Category 4: Professional Service** include the following: Professional associations related to the grant profession (e.g., AAGP, GPCI, AAGP Chapter, the AAGP Foundation or other professional associations aligned with the ethical framework of AAGP and approved by GPCI, etc.).

#### **Category 4.1: AAGP, GPCI or other Professional National Member**

- Member – .5 pt per quarter of membership = 2 pts maximum per year
- Committee member – 1 pt per quarter of membership = 4 pts maximum per year
- Committee officer or chair – 2 pts per quarter of membership = 8 pts maximum per year
- Board member – 3 pts per quarter of membership = 12 pts maximum per year Professional Association –

#### **Category 4.2: AAGP, GPCI or other Professional Chapter Member**

- Chapter member – .5 pt per quarter of membership = 2 pts maximum per year
- Chapter Officer – 1 pt per quarter of membership = 4 pts maximum per year Membership points within a category are not cumulative Community Service (1 point per four hours up to a maximum of 10 points per year), e.g., community based board of directors, participating in community-based fund raising activities, serving as a youth leader, etc.

#### **Category 4.3: AAGP, GPCI or other Professional Service**

- Serving as Chair of a Regional or National AAGP or other related Conference – 20 points
- Serving on a committee of a Regional or National AAGP or other related Conference – 10 points
- Serving as a volunteer at a Regional or National Conference – .5 point per volunteer hour (a maximum of 10 pts)
- Serving as a local sponsor chair of a GPC exam – 10 points
- Serving as volunteer for a GPC exam – .5 point per volunteer hour (a maximum of 10 pts)
- Serving as a peer reviewer during an AAGP Conference (1 pt per hour)

#### **Category 4.4 Other**

- Pro Bono work for a nonprofit organization (1 point per four hours up to a maximum of ten points per year)

### **CATEGORY 5: INDEPENDENT PROJECT**

**60 points minimum** - Internship (non-paid) at the AAGP/GPCI National Office (15 points per quarter year for a total of 60 pts). Pre-approval required and purpose/type of service, must be valid support for AAGP or one of its affiliate organizations.