

# **Continuing Professional Education (CPE) Compliance Policy**

**For the Association of Certified Knowledge Management Professionals (ACKMP)**

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**Policy Title: Continuing Professional Education (CPE) Compliance Policy**

**Policy Number: ACKMP-CPE-001**

**Effective Date: [12/2/2016]**

**Review Date: [02/2/2025]**

**Approved By: Board of Directors, ACKMP**

**Version: 1.0**

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## **Purpose**

The purpose of this policy is to establish guidelines for Continuing Professional Education (CPE) compliance for members of the Association of Certified Knowledge Management Professionals (ACKMP). The policy ensures that members continually enhance their skills, stay current with industry trends, and maintain the knowledge necessary to provide excellence in knowledge management (KM) practices.

## **Scope**

This policy applies to all individuals holding a certification issued by ACKMP, including Certified Knowledge Management Professionals (CKMP), Certified Knowledge Management Auditor (CKMA), Certified Knowledge Management Specialist (CKMS), Certified Knowledge Management Engineer (CKME), and any other ACKMP-recognized credentials. The policy covers CPE requirements, tracking, reporting, and compliance mechanisms for maintaining certification.

## **Policy Statement**

ACKMP is committed to supporting the professional growth of its members by providing guidelines and opportunities for Continuing Professional Education (CPE). Members must complete a specific number of CPE hours annually to maintain the integrity of their certification and demonstrate continued professional competency in the field of knowledge management.

## **CPE Requirements**

1. **Minimum CPE Hours:**
  - Members must complete **at least 30 CPE hours** annually to maintain their **Certified Knowledge Management Professional (CKMP)** status.
  - A member may carry over up to **10 CPE hours** from the previous year to the following year if they exceed the required minimum.
2. **Approved CPE Activities:** CPE hours can be earned through a variety of professional development activities, including, but not limited to:
  - **Formal Education:** Accredited courses, degree programs, or workshops focused on Knowledge Management and related fields.
  - **Professional Conferences:** Attendance at KM-related conferences, symposia, webinars, and industry events.
  - **Online Learning:** Webinars, e-learning modules, and online courses that cover knowledge management topics.
  - **Publications and Research:** Publishing research papers, articles, or books on knowledge management or related areas.
  - **Industry Presentations:** Delivering presentations, webinars, or speaking engagements at KM-related events.
  - **Mentorship and Coaching:** Serving as a mentor or coach to other KM professionals.
  - **Internal KM Projects:** Involvement in significant knowledge management initiatives, programs, or transformation efforts within an organization (subject to pre-approval).
  - **Self-Study:** Reading and research related to KM and knowledge transfer (maximum of 5 CPE hours per year).
3. **CPE Hour Validation:**
  - Members are required to submit proof of completion for each CPE activity. Valid documentation may include certificates of completion, event registration confirmation, presentation materials, or published articles.
  - A CPE Report must be submitted to ACKMP's Certification Department at the end of each calendar year.
4. **CPE Tracking and Reporting:**
  - Members must track their own CPE hours and report them annually. ACKMP will provide a reporting form for members to submit their completed hours.
  - CPE reports must be submitted by **January 15** for the previous Calendar Year.
  - ACKMP will provide an online platform for members to input and track their CPE activities throughout the year.

## **CPE Approval Process**

1. **Pre-Approval:**
  - Members must seek pre-approval from ACKMP for any external learning activities that may not be on the approved list.
  - Requests for pre-approval should be submitted **at least 30 days before** the event or activity.
  - ACKMP will evaluate the relevance of the activity to knowledge management and approve or deny the request accordingly.

## 2. **Approval of External Courses or Conferences:**

- External courses or conferences that are not on the approved list must align with the competencies and objectives of knowledge management as defined by ACKMP.
- Members must submit a course description, syllabus, or conference agenda for approval.

## **Roles and Responsibilities**

- **Members:**
  - Ensure completion of the required CPE hours each year.
  - Submit an accurate CPE report, including all relevant documentation, by the deadline.
  - Seek approval for non-acknowledged CPE activities in advance.
  - Keep records of all CPE-related documents for a minimum of **three years**.
- **CPE Compliance Officer (or designated role):**
  - Review submitted CPE reports for accuracy and completeness.
  - Ensure the validity of submitted CPE hours and documentation.
  - Approve or deny pre-approval requests for non-listed activities.
  - Maintain records of CPE activity for all members.
  - Provide guidance and support for members seeking CPE opportunities.
- **ACKMP Certification Department:**
  - Maintain and manage member certification statuses.
  - Track members' CPE compliance and issue reminders for non-compliance.
  - Provide members with up-to-date lists of approved CPE activities and opportunities.

## **Non-Compliance Consequences**

Failure to meet CPE requirements can result in the following actions:

- **Suspension of Certification:** If a member does not submit the required CPE hours or does not meet the compliance standards, their certification may be suspended until the issue is resolved.
- **Re-certification:** In some cases, members who fail to meet the CPE requirements may be required to re-certify by completing the full certification process again, including any examinations or assessments.
- **Disciplinary Actions:** In cases of intentional misrepresentation of CPE activities or fraudulent reporting, disciplinary actions, including revocation of certification, may be taken.

## **Exemptions and Exceptions**

### 1. **Health or Personal Circumstances:**

- Members who are unable to meet CPE requirements due to health issues, family emergencies, or other significant personal circumstances may request an

exemption or extension from the Certification Department. Requests must be submitted in writing and reviewed on a case-by-case basis.

2. **New Members:**

- Newly certified members of ACKMP may be granted a **pro-rated CPE requirement** during their first year of certification. The required CPE hours for new members will be calculated based on the number of months remaining in the calendar year.

3. **Special Circumstances:**

- In special cases (e.g., professional sabbaticals, long-term leave), members may apply for a **temporary suspension** of CPE requirements.

## Resources and Opportunities for CPE

ACKMP encourages members to take advantage of the following resources to earn CPE credits:

- **ACKMP-hosted events** such as webinars, workshops, and annual conferences.
- **Online CPE courses** offered by recognized organizations in the KM field.
- **Partnerships with universities and training providers** that offer accredited courses in KM.
- **Mentorship programs** where members can gain CPE credits for knowledge-sharing activities.

## Policy Review

This policy will be reviewed and updated as necessary to ensure alignment with industry standards, certification requirements, and the needs of ACKMP members. The policy will be reviewed annually by the Certification Committee.

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### Acknowledgment:

By signing below, I acknowledge that I have read, understood, and agreed to adhere to the Continuing Professional Education (CPE) Compliance Policy of the Association of Certified Knowledge Management Professionals (ACKMP).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Note:** All members are encouraged to contact ACKMP's Certification Department for clarification, questions, or guidance on fulfilling CPE requirements.