

**I.C.E. CERTIFIED**  
CREDENTIALING PROFESSIONAL



**ICE-CCP**

**GUIDE TO  
RECERTIFICATION**

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I.C.E. reserves the right to make periodic changes to this guide.

**Please review the most current version before submitting your application.**



Congratulations on earning your ICE-CCP credential! Earning your certification demonstrates your knowledge and skills within the field of professional credentialing.

Maintaining your certification demonstrates your commitment to the profession by ensuring that you remain current with changes in the field through recertification.

This guide will assist you in planning, recording and submitting your recertification activities. Should you have questions that are not answered within this guide, please contact the I.C.E. Certification Services staff at [certification@credentialingexcellence.org](mailto:certification@credentialingexcellence.org).

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## **Certification Cycle**

Your certification cycle begins on the date your certification is awarded and will end four years later, on the last day of the month.

During that four-year period, you must earn 60 recertification credits through participation in activities outlined in this guide or by again taking, and successfully passing, the ICE-CCP examination.

All activities that are eligible to earn recertification credit must be credentialing-related. In general, this means they must be tied to the [ICE-CCP Exam Content Outline](#) and increase your knowledge in the area of professional credentialing. You will be asked to specify the domain(s) that the activity relates to when completing your Recertification Application.

## **Recording and Submitting Activities**

All ICE-CCP credential holders will have a Recertification Application available in their I.C.E. account at [www.credentialingexcellence.org](http://www.credentialingexcellence.org). It may be accessed through the “My ICE-CCP” tab in the left menu of your online profile. Your Recertification Application serves as a repository where you can record your activities and upload supporting documentation throughout your certification cycle. **You may begin recording activities as soon as you become certified; however, the earliest you may submit your application is two years after your certification cycle start date.** This is to encourage you to engage in recertification activities throughout your certification cycle. All activities must take place within the certification cycle in order to qualify for recertification credit.

## **Recertifying Early**

If you recertify early, your four-year timing for renewal will not change. For example, you are due to recertify on November 30, 2025. By December of 2024, you realize that you have accumulated enough activities to meet recertification requirements and decide to submit them early. Once your activities have been reviewed and approved, your new certification cycle will not change and will start where your previous cycle ended (December 1, 2025).

Any activities in which you participate after you have recertified - but before your new certification cycle begins - cannot be carried over into your new certification cycle. In this example, you can begin earning recertification credit again on December 1, 2025.

Remember that you are encouraged to record your recertification activities and upload supporting documentation during the first and second years of your certification cycle, but you cannot submit the Recertification Application until after the two-year anniversary of your certification start date. You can always find your certification cycle dates in your online account or on your digital badge.

## Recertifying by Exam

If you choose to take the ICE-CCP exam again as your method of recertification, you must wait to do so until two years into your certification cycle. You must successfully pass the exam prior to the end date of your certification cycle in order to retain your credential. Contact I.C.E. Certification Services staff at [certification@credentialingexcellence.org](mailto:certification@credentialingexcellence.org) if you are interested in this option.

## Planning for Recertification

If this is your first time recertifying, you are encouraged to review the domain-level results from your exam (available in the Certification Application in your online account). According to the ICE-CCP Purpose Statement:

Holders of the I.C.E. Certified Credentialing Professional (ICE-CCP) certification have demonstrated competence in professional credentialing, including in governance and resources, credentialing program operations, and assessment development and validation. Even if the certified credentialing professionals focus on specific functions in their day-to-day activities, they have demonstrated knowledge across all credentialing activities and understand the interplay among functions.

Therefore, you are strongly encouraged, but not required, to earn recertification credits across all three domains, paying special attention to those in which your knowledge is not as strong.

## Activities that Qualify for Recertification Credit

There are two types of activities that qualify for recertification credit: *Interactive Education*, and *Additional CE Opportunities*. All 60 recertification credits may be earned through Interactive Education. You may earn a maximum of 30 of your 60 credits in Additional CE Opportunities.

## INTERACTIVE EDUCATION (up to 60 credits)

Activity Type	Amount of Credit to be Claimed
Live courses or webinars (face- to-face, audio/videoconference, and instructor-led online delivery)	<p data-bbox="824 1423 1469 1528"><i>To the nearest quarter-hour. 15 minutes =.25, 30 minutes = .50, 45 minutes = .75, 1 hour = 1.0</i></p> <ul data-bbox="873 1556 1494 1795" style="list-style-type: none"><li data-bbox="873 1556 1494 1661">• Hour-for-hour credit for actual learning time, maximum of 8 credits per day (not including breaks or networking times).</li><li data-bbox="873 1665 1494 1795">• Documentation: certificate of completion, link to digital badge or program registration receipt; official description of program</li></ul>

Activity Type	Amount of Credit to be Claimed <i>To the nearest quarter-hour. 15 minutes = .25, 30 minutes = .50, 45 minutes = .75, 1 hour = 1.0</i>
Attendance at credentialing industry conferences	<ul style="list-style-type: none"> <li>• Hour-for-hour credit for actual learning time, maximum of 8 credits per day (not including breaks, exhibit hall hours or networking times). Full conference may be a single entry, but only activities directly linked to the Exam Content outline must be counted towards the total.</li> <li>• Documentation: certificate of attendance, link to digital badge or conference registration receipt; official description of conference</li> </ul>
Teaching or presenting at industry conferences	<ul style="list-style-type: none"> <li>• 2 times the credit hours for length of presentation. Credit is awarded only for the first time that a presentation is given. Topic must be professional credentialing-specific.</li> <li>• Documentation: course syllabus or official description of conference presentation with presenter listing</li> </ul>
Online courses (self-paced)	<ul style="list-style-type: none"> <li>• Hour-for-hour credit for actual learning time as documented by the course provider, provided course includes an interactive component such as quizzes, post-tests, or other learning assessment exercises or activities</li> <li>• Documentation: certificate of completion, digital badge</li> </ul>
University/College courses	<ul style="list-style-type: none"> <li>• College or university courses taken for academic credit at an accredited academic institution earn hour-for-hour credit for classroom or online class hours (Course must be highly correlated to the Exam Content Outline such as Educational Measurement or Industrial/Organizational Psychology). Typically, general business-related courses would not qualify.</li> <li>• Documentation: course registration receipt or transcript, course syllabus</li> </ul>

## ADDITIONAL CE OPPORTUNITIES (up to 30 credits)

Activity Type	Amount of Credit to be Claimed
Publishing in the credentialing industry	<ul style="list-style-type: none"> <li>• Article—2 credits</li> <li>• Book chapter or paper—4 credits</li> <li>• Book or article appearing in a peer-reviewed professional journal—10 credits</li> <li>• Documentation: link or copy of publication indicating authorship</li> </ul>
Recorded educational sessions or webinars	<ul style="list-style-type: none"> <li>• Hour-for-hour credit for actual learning time provided applicant is individually registered to attend.</li> <li>• Documentation: program registration, official description of program</li> </ul>
Volunteer service	<ul style="list-style-type: none"> <li>• Serving as a Subject Matter Expert (SME) for the ICE-CCP—5 credits per calendar year or volunteer assignment (i.e. JA committee, standard setting panel)</li> <li>• Serving as a Volunteer for an I.C.E. or other industry committee—3 credits per calendar year</li> <li>• Documentation: appointment letter (not required if volunteer service was performed for I.C.E. Upload a list of committee assignments and years on which you served and I.C.E. will confirm participation.)</li> </ul>

### Required Documentation

Documentation supporting your participation must be uploaded for each activity for which you are claiming recertification credit. In some cases, a single document will suffice; others may require a second document or web link to provide the required information. For example, you may need to include additional information that describes the relationship of the activity to the ICE-CCP content domain(s) if it is not apparent from the activity title, in addition to a receipt confirming registration or attendance or a certificate of completion.

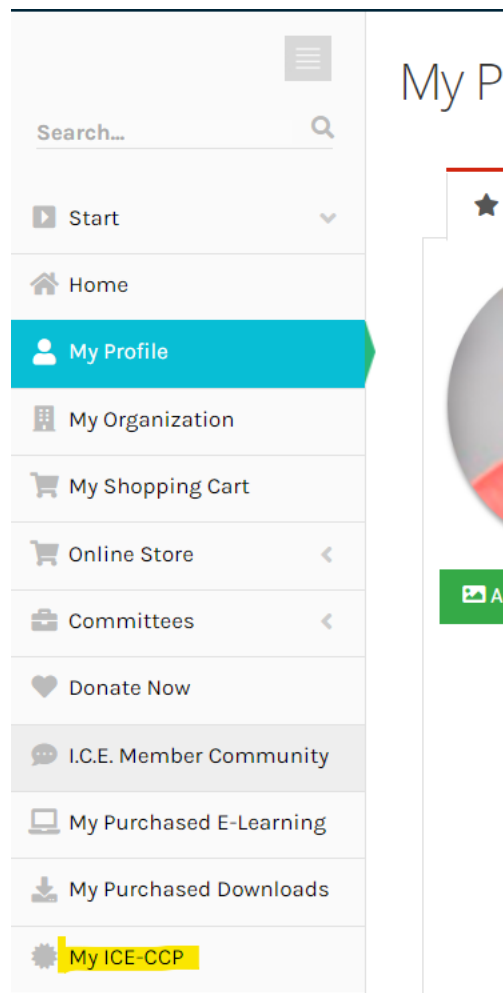
You are encouraged to upload documentation as activities are completed so as not to misplace it. Providing documentation with your application means that you will not be selected for a routine random audit at a later date. **Submitted recertification activities**

**are all subject to I.C.E.’s recertification review process at the time of submission.** Activities are not reviewed until the required minimum number of credits has been recorded and the Recertification Application is submitted with the applicable fee.

As part of the submission process, you will be required to attest that all information provided is accurate and truthful. You will also need to agree to abide by the [Code of Conduct for Professionals Seeking or Holding I.C.E. Certification](#).

### **Completing the Online Application**

To access your Recertification Application, log into the I.C.E. website at [www.credentialingexcellence.org](http://www.credentialingexcellence.org) and select “My Profile.” In the left menu bar of your profile, select “My ICE-CCP.”



You will be taken to your Applications page. Click the orange “Begin” button to launch the *ICE-CCP Recertification Application*. Once your application is launched, you will use



the orange button to “Continue” to add additional CE activities in the future.

Application	Status
I.C.E. Certified Credentialing Professional (ICE-CCP) Recertification Application (11/30/2021 to 11/30/2025)	Completing Application

[Continue](#)

Use the blue “Add Interactive Education” or “Add CE” buttons to open the appropriate category and “Select” the type of activity you are adding. Click on the “Completing Details” button to add the required information. Remember to upload supporting documentation (web links and/or documents) as evidence of your participation.

- You may choose to “Save” or “Submit” the activity after you have entered it. You must “Submit” in order for it to be reflected in the progress bars in the Requirements section at the top of the application and to count towards your 60 required total credits.
- You may use the “More” icon (three dots at the right margin of the activity) to review any activity after you have saved or submitted it.
  - If saved, you may use the “more” icon to review and/or delete the activity.
  - If submitted, you may use the “more” icon to review and/or recall and edit the activity. Note: you will not be able to recall or edit an activity once the full application has been submitted.
- Please review the charts beginning on page 4 of this Guide to ensure that you have entered the correct number of credits for each activity. Credits that are based on “learning time” should be entered to the nearest quarter hour (15 minutes). All activities are subject to review and adjustment by I.C.E. Upon review, if the number of credits awarded is different from what was entered, there will be an Approval Message with an explanation (access by using the “More” icon). You will have the opportunity to add additional credits to replace those that were not approved, as long as they were earned during your certification cycle.
- Once you have accumulated the required 60 credits, you may submit the Recertification Application as long as you have been certified for a minimum of two years. You **must** submit the application on or before the expiration date of your certification cycle. In order to ensure the maintenance of your credential, you may choose to:
  - Recertify early – refer to details on page 3 of this Guide. In the event that not all of your credits are accepted, you will have time to add additional activities, OR
  - Submit more than the required minimum number of 60 credits.

### **Submitting the Online Application**

When you have at least 60 credits submitted in the appropriate categories, you may select the orange “Complete Application” button at the top of the application. You will be asked to attest that you:

- have reviewed the policies in the current [ICE-CCP Handbook](#) and this *Guide to Recertification*,
- agree to abide by the [Code of Conduct for Professionals Seeking or Holding I.C.E. Certification](#), and
- have provided correct, accurate and complete information in your application.

After completing the attestation, you will be able to choose the “Pay Fees” button. Current recertification fees are as follows:

I.C.E. Member Category	Rate in USD
I.C.E. Members	200 USD
Non-members	275 USD

Payment is made online by credit card at the time of application. Visa, MasterCard or American Express are accepted. Questions regarding payment processes can be directed to [certification@credentialingexcellence.org](mailto:certification@credentialingexcellence.org).

### **Recertification Review and Approval**

After submitting the online application, you will receive an automated confirmation from the online system. If there are questions regarding your application, you will be notified and will be able to respond in the application. Failure to respond to any inquiries by the date specified or resolve any deficiencies (such as incomplete or inadequate documentation) may jeopardize your certified status.

You will be notified when your Recertification Application has been approved, and an updated certificate and digital badge will be issued. Your listing in the online directory will be updated.

Should you fail to submit your recertification application, respond to any inquiries or resolve any deficiencies on a timely basis, your certification is subject to non-renewal.

### **Contact Information Changes**

It is each certificant’s responsibility to ensure that their contact information is kept up-to-date in their [I.C.E. profile](#). **After updating your profile, you must then access your individual ICE-CCP account (through the “My ICE-CCP” tab in the left menu of the profile) to ensure that the update is also reflected in your certification record.** This information is used to send important information and reminders. I.C.E. recommends using a personal email address and phone number in the event of changes in employment.

Information in your individual account is maintained separately from the organizational account with which you may be affiliated. This information is confidential and will be handled according to [I.C.E.’s Privacy Policy](#).

Proof of legal name change should be sent to [certification@credentialingexcellence.org](mailto:certification@credentialingexcellence.org).

**Questions**

Questions regarding recertification policies or processes that are not answered in this Guide should be directed to the I.C.E. Certification Services staff at [certification@credentialingexcellence.org](mailto:certification@credentialingexcellence.org).