

## **CERTIFIED CASE MANAGEMENT PROFESSIONAL**

### **RULES AND REGULATIONS**

#### **CCMP Qualification**

Participants completing the requirements for the CCMP (Certified Case Management Professional) designation program must successfully complete three college level courses. These courses include:

**CPDM 1:** Essentials of Disability Management and Absence Management

**CCMP 1:** Medical-Legal Case File Management

**CCMP 2:** Cutting Edge Workers' Compensation Medical Case Management

CCMP designees must complete 6 hours of continuing education (CE) annually, beginning January 1 through December 31, starting the year following the CCMP designation is awarded. Example: An IEA student completes their final class in June, 2010. The continuing education requirement must be fulfilled between January 1 and December 31, 2011. The six hours of continuing education is an ongoing annual requirement.

#### **Designee Responsibilities and Rights**

The CCMP designation represents that the designee has successfully completed the required courses offered by the Insurance Educational Association (IEA) and continues to successfully satisfy the annual 6 hours of continuing education. It is the designee's responsibility to manage the status of their CE hours; IEA will not send information regarding status of the designee's CE hours. Designees must submit their CE credits through the CE Tracker on their learning dashboard. This can be accessed by going to [www.ieatraining.org](http://www.ieatraining.org), and clicking My Classroom. No other process or procedure can be substituted.

The designee is authorized to use the letters CCMP following his/her name on business cards, letterhead, or other business documents that would normally contain the designee's name.

The designee should not claim or imply that the designation represents anything other than the completion of the approved courses and satisfying the annual continuing education requirement.

The CCMP (Certified Case Management Professional) designation name and educational material are protected by Trademark and Copyright Law of the United States. Individuals who have not been properly conferred the designation by the Insurance Educational Association are not permitted to use the CCMP (Certified Case Management Professional) designation. CCMP designation recipients have an ethical obligation to notify the IEA of any unauthorized use of the designation.

## **Continuing Educational (CE) Requirements**

Each CCMP recipient must complete six (6) hours of continuing education between January 1 through December 31 each year. The annual continuing education requirement begins the year following the achievement of the designation. New designees may begin accumulating CE hours following the completion of their final CCMP course.

Example: New designee completes their final course in May 2010. In June, 2010, the new designee completes a six hour approved CE course. The six CE hours will be credited to the first annual continuing education period January 1 – December 31, 2011.

IEA allows for a maximum of 12 hours per year with 6 hours of carryover only towards the next year. Additional hours earned in excess of the 6 permitted carryover hours will not be valid toward the CE requirement.

Example: A CCMP designee attends a 30 CE hour approved class. Only 12 continuing education hours will be credited; 6 hours for the current calendar year and the remaining 6 continuing education hours will be credited to the following calendar year. The remaining 18 hours (30 hours less 12 hours) do not apply to any calendar year.

## **Continuing Education (CE) Options:**

IEA Direct Programs: CE options found on IEA's website ( [www.ieatraining.org](http://www.ieatraining.org)) and offered direct to students by IEA in the form of seminars, workshops, courses, tele-lectures or videos are considered IEA Direct Programs and when completed will have applicable CE hours applied to the student. The continuing education hours credited toward the CCMP designation will be the same number of hours the program is scheduled.

IEA Non-Direct Programs: IEA non-direct programs are Educational Programs that have been submitted by the offering organization to IEA for CE and are pre-approved. IEA authorizes the CE credit and allows the offering organization to promote the credit and hours in their marketing materials with CCMP hours clearly noted.

Independent CE: Programs not offered direct through IEA or pre-approved may still be considered for CE. A designee may submit the non-IEA educational program for review with the fee noted on the continuing educational form (\$25 per credit hour) along with adequate supportive material that will allow IEA to evaluate the educational program. Usually this will be in the form of hand out material, educational outline, brochures, agenda, etc. It is helpful if the presenter's contact information is also be included. The types of educational programs that would qualify for CE credit includes industry sponsored programs, law firm presentations, medical specialist presentation, insurance company employee training programs, etc. Programs that are "sales" type presentations of products/services offered by a company will not be approved. IEA will apply CE in full hour increments only.

### **Failure to satisfy CE requirements**

Designees who do not satisfy the continuing education requirement will have their designation suspended on December 31. Designees who do not obtain required CE hours by March 31<sup>st</sup> of the following year will have their designation rescinded and all the rights and privileges connected to the designation will be disallowed.

Prolonged medical illness, lengthy family emergency, pregnancy, and other similar situations may be reviewed by IEA to establish grounds for waiving an annual continuing education requirement. Such requests must be made in writing and received at the IEA prior to December 31.

### **Reinstatement of the designation**

The suspended designation may be reinstated if the individual satisfies the 6 hours continuing education requirement by earning 6 hours of continuing education credit prior to March 31 of the following year. Failure to obtain 6 approved CE hours will result in a student's designation being rescinded as of April 1.

Example: A CCMP designee has completed zero CE hours for 2009. On March 15, 2010, the suspended designee completes an 8 hour workshop. 6 hours CE credit will apply to the calendar year of January 1 through December 31, 2009. The remaining 2 hours are credited to the 2010 calendar year.

If a student's CCMP designation has been rescinded the student will be required to retake **one** of the following advanced courses and receive a grade of 70 or better:

- Any WC101, CPWC WCCA or WCCP course
- Any CPDM course
- Any CCMP
- Introduction to Risk Management seminar (if offered)
- Any AIC course

There is no time limit for retaking these classes.

Individuals satisfying the reinstatement requirements will receive notification from the IEA confirming their reinstated status.

### **Miscellaneous Rules**

In order to keep the designee's CE files current, it is the responsibility of the designee to maintain current contact information in their student record.

Individuals who complete the required courses and receive the CCMP diploma are automatically bound by the current rules and regulations of the IEA's CCMP designation program. A current copy of the CCMP Rules and Regulations is available at [www.ieatraining.org](http://www.ieatraining.org). It is the responsibility of the designee to be aware of any changes to the Rules and Regulations.

**Charges for Duplicate Grades, Class Completion Certificates and Designation Certificates.**

Class Grade/Completion Form

IEA will charge \$10.00 per certificate per class for duplicate or replacement grades and/or class completion forms for all classes that are over one semester past the class origination date.

Spring – January 1 to May 31

Summer – June 1 to August 31

Fall September 1 to December 31

CCMP Designation Certificates

IEA will charge \$30.00 to duplicate or replace each Designation Certificate regardless of date requested. Please submit your CCMP CE Credit requests on your IEA Learning Dashboard: Go to [www.ieatraining.org](http://www.ieatraining.org), and click “My Classroom”

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