

Dear Certified Joint Commission Professional™,

Joint Commission Resources (JCR) is happy to share news with you about the launch of our recertification credit hour tracking system. You can now track your CJCP® credit hours earned towards recertification in the same system that is used for CJCP® Recertification.

It is very important to remember that CJCP® credit hours can be entered at any time during your certification term; however, the recertify button will only appear if you are within 60 days of your individual certification expiration date, or 60 days after.

This tracking system will provide you with a way to record your CJCP credit hours earned and help ensure your CJCP® recertification process is seamless. Please make sure to maintain all copies of your CJCP® credit hours earned and certificates of attendance. If you are selected for a random audit, you will need to provide proof of attendance for any and all events including those hosted by Joint Commission Resources (JCR) and/ or The Joint Commission, in addition to outside education events.

For questions or to review the eligibility requirements for CJCP recertification, we encourage you to email us at cjcp@jcrinc.com or to view information continually updated on our website: <http://www.jcrinc.com/cjcp-certification/cjcp-recertification/>.

Detailed instructions and screenshots are provided below.

Sincerely,
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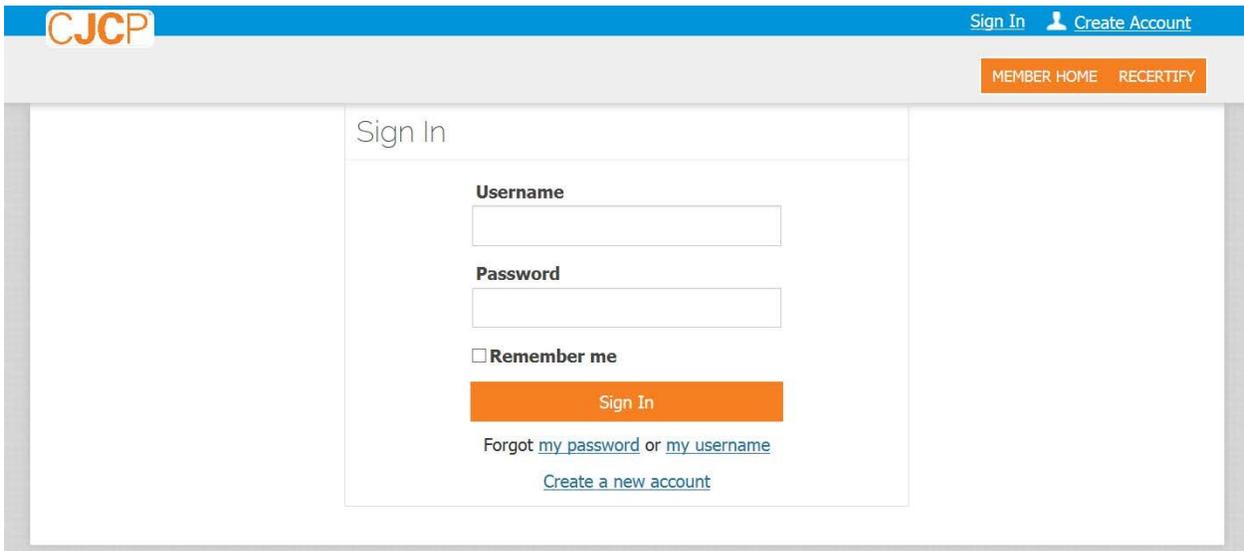
**“If you are a Joint Commission Enterprise Employee it is important to note that your CJCP Recertification requires extra steps. You will be provided independent instructions.”

JCR Tracking System Screenshots

Navigate to the following website to access the CJCP® Tracking System:

https://jcrmember.goamp.com/Net/JCRWcm/Shared_Content/Sign_In.aspx?WebsiteKey=7825bd6d-bea0-48da-a5cf-91ba9c037a21&LoginRedirect=true&returnurl=%2fNet%2fJCR

You will log in using your unique 9-digit ID number that was assigned to you when you tested with our vendor, PSI. The initial password will be the capital first letter of your first name, capital first letter of your last name, zip code, and year originally certified (ex: CE660612015). If you have any questions about your User ID and Password please contact PSI at 888-519-9901.



The screenshot shows the CJCP Sign In page. At the top left is the CJCP logo. At the top right are links for 'Sign In' and 'Create Account'. Below these are two orange buttons: 'MEMBER HOME' and 'RECERTIFY'. The main content area is titled 'Sign In' and contains a form with the following elements:

- Username**: A text input field.
- Password**: A text input field.
- Remember me**
- Sign In**: An orange button.
- Forgot [my password](#) or [my username](#)
- [Create a new account](#)

Once logged in, you will see a summary of recertification information. Then click on Recertify in the upper right hand corner.

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My CJCP Summary

Welcome, [User Name]

Your credential expires on: **12/31/2017**

Your CJCP credit hours must be within these dates: **1/1/2015-12/31/2017**

You may submit your Recertification within these dates: **11/1/2017-3/1/2018**

You may enter CJCP hours at any time prior to your expiration; however, you are not eligible to 'recertify' more than 60 days in advance of your certification expiration.

To use this system:

1. Click **[Add CJCP Credit Hours]** to log your Continuing Education.
2. To save and return to the online system later, select **[My Account]** above, then select Log Off.
3. Click **[Recertify]** below after you have entered the CJCP credit hours to recertify. [Note: Although you may enter CJCP hours activity at any time, you may only recertify in the year that your current certification is due to expire.]

[Add CJCP Credit Hours](#) [Recertify](#)

Figure 1

Figure 1 This Recertify button will only appear 60 days prior to expiration date or 60 days after.

There are several links on the left hand side to provide additional information about recertification, testing for recertification, and approved courses. Users are also given information about how many hours are required and that are already on record. CJCP credit hours can be entered at any time, but the 'Recertify' button (with the blue arrow) will only be available once you are within 60 days of expiration or 60 days after. January CJCPs will not be able to enter their hours until 4-6 weeks after the testing window due to delayed scoring.

Allowed CJCP credit hours towards recertification and your hours currently on record:

Minimum number of credit hours to recertify: 30.00

Total minimum CJCP Approved JCR Events and/or Joint Commission Events Required: 20.00

CJCP Approved JCR Events and/or Joint Commission Events To Date: **30.00**

CJCP Approved JCR Events and/or Joint Commission Events Remaining: **0.00**

Total maximum Non-JCR Events and Non-Joint Commission Events Allowed: 10.00

CJCP Approved Non-JCR Events To Date: **0.00**

Once you select 'Add CJCP Credit Hours', the following screen appears. All fields must be populated, and you must select either JCR Events and/or Joint Commission Events OR Non-JCR Events and/or Non-Joint Commission Events type to enter the hours. Then click save. You can continue entering additional hours or you can save and logout.

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CJCP My Account

MEMBER HOME RECERTIFY

Add CJCP Credit Hours

Welcome, [redacted]

* All fields are required

CJCP Hours from JCR events and/or Joint Commission events or non-JCR events and non-Joint Commission events

Activity Title [?] Something

CJCP Hours Completion Date [?] 12/11/2017

CJCP Hours Completed [?] 30.00

Save Delete Back to CJCP summary

Once courses are entered, they will appear in a table on the Recertification screen. The 'Recertify' button will only be available if the correct number of courses has been entered and the date range is correct as indicated on figure 1 above.

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