IgCP®

IMMUNOGLOBULIN
CERTIFIED PHARMACIST

Candidate Handbook

IgNS Immunoglobulin National Society

GENERAL INFORMATION

Immunoglobulin National Society (IgNS) www.ig-ns.org (888) 855-4443	• IgCP® general resources • Eligibility • Study resources
Professional Testing Corporation (PTC) www.ptcny.com (212) 356-0660	• Apply for examination • Obtain general application information • Obtain information about testing policies • Transfer to a new testing period • Request test accommodations • Request score verification • Question about score reports • Miscellaneous inquiries
Prometric http://www.prometric.com/igns (800) 741-0934	• Schedule test appointment • Reschedule test appointment (within a testing period) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments

ABOUT THE IMMUNOGLOBULIN NATIONAL SOCIETY

The Immunoglobulin National Society (IgNS) is the standards-setting healthcare association dedicated to advancing the field of immunoglobulin (Ig) therapy.

TESTING AGENCY

Professional Testing Corporation (PTC) provides examination development and administration to a variety of client organizations. PTC assists IgNS in developing, administering, scoring, and analyzing the Ig Certified Pharmacist (IgCP®) examination. PTC, a private corporation located in New York, has been providing quality certification testing services for more than 40 years.

NON-DISCRIMINATION POLICY

Neither IgNS or PTC discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, marital status, or any other protected characteristic.

ELIGIBILITY REQUIREMENTS

Eligibility for Initial Certification by Examination

- Registered Pharmacist (RPh) with a current license in the US or Canada
- A minimum of 1,500 hours of experience in Ig therapy within the past two years in the following areas of practice:
  - Pharmacy practice
  - Managed care
  - Research
  - Education
  - Pharmaceutical/device industry

COST OF IgCP® CREDENTIALING

IgCP® Certification Examination

- IgNS member..... $580
- IgNS non-member..... $680

NOTE: It is your responsibility to ensure that your application is correct and complete prior to submission. Certificants deemed ineligible will be refunded the recertification fee, less a $75 administrative fee.

EXAMINATION ADMINISTRATION

The IgCP® credentialing examination is administered during specific 2-week testing windows, 4 times a year. Examinations are available via the Live Remote Proctoring option (from a candidate's home or office), or computer testing locations. Visit www.ptcny.com/igns for current examination information. Candidates must complete the examination application according to the listed registration deadlines.

PLEASE BE ADVISED: It is the candidate's responsibility to ensure their equipment and workspace meet all the requirements for Live Remote Proctoring. If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting the technical or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the existing rules for setting up a new exam date.

TESTING ACCOMMODATIONS

IgNS and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make testing accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system).

The information you provide and any documentation regarding your disability and test accommodations is confidential and is not included in scoring or reporting.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted. Note that accommodations for an examination (test accommodations) may not be the same as accommodations provided by your employer for your job. You can find more information about testing accommodations under the Americans with Disabilities Act (www.ada.gov).

Requests for test accommodations must be uploaded with the candidate's application and fees at least 8 weeks before the start of your testing period. You must complete and upload the form during your application process. Missing information or incomplete forms will result in a delay in processing. If your form is incomplete and/or not received at least 8 weeks before the start of the testing period, we cannot guarantee that we can make these test accommodations in time for you to test, and you may need to transfer to another testing period and pay the transfer fee.

Exceptions for approved medical accommodations must be arranged in advance through the test accommodations process.

To request test accommodations, follow these 4 steps:

1. Download the Request for Test Accommodations Form, available here on PTC's website or by calling PTC at (212) 356-0660.
2. Complete Test Accommodations Form with your doctor/healthcare professional .
3. Upload the completed and signed Request for Test Accommodations Form with the online exam application.
4. Submit your application at least 8 weeks prior to the start of your chosen testing period.

NOTES:

- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.
- Do not go to www.prometric.com or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the Test Accommodations Form.
- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 2 of the Request for Test Accommodations Form so that we can notify Prometric in advance.
- If you are a nursing parent and will need to use a breast pump during your exam, please complete Part 1 of the Request for Test Accommodations Form and submit it at least 8 weeks before your testing period to allow time to make suitable arrangements at the test center.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session, and any such change may result in your examination score being canceled.

SCHEDULING AN EXAMINATION

Step 1: Registration

- Go to www.ptcny.com/igns
  - View testing periods and application deadlines.
  - Fill out the online application completely and upload supporting documentation
    - Use your first and last name exactly as it appears on your current driver's license, passport, state issued non-drivers ID or military ID.
    - Applications are not complete until all information, documentation and payment has been provided.
    - When you start a new application, you will be asked to create a user account and password. This account will be used to access your score report after the exam, so keep this information for later use.
- PTC will send you an email confirming your payment and application have been received and are being reviewed. Allow up to 10 business days for review.
- After your application is reviewed, PTC will update you with another email. You will receive one of the following three determinations:
  - **REOPENED/MORE INFORMATION NEEDED** – Your application is missing required documentation, or more information is needed. Follow the directions in the email. Applications that are incomplete (not resubmitted after being reopened) as of 14 days before the start of the testing window will be rejected and refunded minus the administration fee (see Fees section).
  - **REJECTED** – Your application does not meet eligibility requirements. Details will be included in the email. Rejected applications will be refunded minus the administration fee.
  - **APPROVED** – Your application is approved to test. A scheduling authorization will be emailed separately.

Step 2: Scheduling Authorization / Scheduling Your Examination Date

- Approved candidates will receive a scheduling authorization email from PTC. The scheduling authorization emails start going out 11 weeks prior to the start of the testing window. If you submit an application within those 11 weeks, you can expect a scheduling authorization approximately 2 business days after your application is approved.
- The scheduling authorization contains pertinent details and your PTC ID number. The emails come from notices@

ptcny.com. Candidates cannot make an appointment until they receive a scheduling authorization. If you do not receive your scheduling authorization 3 weeks before the start of your testing window, contact PTC at (212) 356-0660.

- The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the available test dates. Appointment times are first-come, first-served. Schedule your appointment as soon as you receive your Scheduling Authorization to maximize your chance of testing on your preferred date. Candidates who wait until the last minute may not get their preferred date and time. Candidates unable to schedule an appointment will forfeit their fees.
- After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. Contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

NOTE:

- If you are taking the examination via Live Remote Proctor option, please visit https://ptcny.com/remote-proctor-faqs/ regarding details and equipment requirements. Please review the requirements carefully. You are required to have an external camera for your computer.

PLEASE BE ADVISED: It is the candidate's responsibility to ensure their equipment and workspace meet all the requirements for Live Remote Proctoring. If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting the technical or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the existing rules for setting up a new exam date.

Test Center or Live Remote Proctored: What's the Difference?

	Test Center Exam	Live Remote Proctored Exam
Additional cost	No	No
ADA Accommodations offered	Yes	Yes – Extra time and private room accommodations only
Breaks allowed	Candidates may take an unscheduled break at the test center. They can use the restroom or go to their locker for a snack/drink/medicine, but the exam timer will keep counting down. Cell phones may not be accessed during an unscheduled break.	No breaks are permitted. Candidates must remain in camera view at all times during their examination.
Equipment needed	None – Computer provided at test center	Candidates provide their own laptop or desktop computer to take the exam. The computer must have: External webcam Microphone Secure, reliable internet For complete requirements: https://www.prometric.com/contact-us
Testing space needed	None – testing space provided by the test center	Candidates must test alone at a desk or table in a room with a door and no distractions or interruptions. Other people or pets are not permitted in your testing area.
Check-in procedure	Candidates must show their current government-issued photo ID; walk through a metal detector or be wanded by staff; and roll up sleeves and turn out pockets for a visual inspection.	Prior to check-in, the candidate's equipment needs to pass a compatibility check. During check-in, candidates must show their current government-issued photo ID; perform a 360° scan of the room using their camera; and roll up sleeves and turn out pockets for a visual inspection..
Monitoring	Proctors monitor candidates through video and physical walk-throughs in the testing room.	Remote proctors monitor candidates through video and audio, as well as ProProctor security software.

This information is provided as a courtesy summary and may not represent full requirements or specifications for test centers or live remote proctored testing. For Live Remote Proctored FAQs, visit https://ptcny.com/remote-proctor-faqs/

SCHEDULING A LIVE REMOTE PROCTORED EXAMINATION APPOINTMENT

If you prefer to test via live remote proctoring in your home or another quiet distraction-free location, you will need a computer with an external camera, microphone, and a reliable, stable internet connection to allow real-time communication with a remote proctor.

Please see our Live Remote Proctoring FAQs for more info: https://ptcny.com/remote-proctor-faqs/

PLEASE BE ADVISED: It is the candidate's responsibility to ensure their equipment and workspace meet all the requirements for Live Remote Proctoring. If a candidate makes an appointment for remote proctoring and is unable

to test due to not meeting the technical or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the existing rules for setting up a new exam date.

ADMISSION OF CANDIDATES AT THE TEST CENTER

- ALL candidates must present a current, valid driver's license, non-driver state-issued ID, passport, or U.S. military ID. The first and last name on your Scheduling Authorization must match the first and last name on your ID. It is recommended you bring a copy of your Scheduling Authorization with you to the testing center.
- Candidates are advised to bring a hand-held, battery-operated, non-programmable, non-printing calculator. Calculators included in cell phones and other electronic devices are NOT permitted.
- Latecomers may be admitted to the testing room within the first 15 minutes of the start of the examination, at the discretion of the proctor, depending on the circumstances involved. Latecomers will not be permitted additional time beyond the scheduled end of the examination.
- NO visitors are permitted in the testing room.

RESCHEDULING OR CANCELING APPOINTMENTS WITHIN A TESTING PERIOD

EXAMINATIONS AT COMPUTER TESTING CENTERS OR REMOTE-PROCTORED EXAMINATIONS

Candidates can reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: www.prometric.com/IGNS.

Time Frame	Reschedule Permitted	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Candidate must pay a rescheduling fee of $60.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test at their appointment will be considered a no-show and all examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

TRANSFERRING TO A NEW TESTING WINDOW AFTER REGISTERING

Candidates unable to take the examination during their scheduled testing window may request a one-time transfer to a future testing window. There is a transfer fee of $60. After you have transferred once by paying the transfer fee you will need to pay the full examination fee in order to transfer a second time; so please plan carefully.

Note: Requests to transfer must be received within 30 days of the close of your original testing window.

To transfer:

1. Go to https://apply.ptcny.com and log into your account.
2. Click on Transfer Existing Application.
3. Choose your new testing window and follow the instructions on screen.

EXEMPTIONS

An appeal in writing may be sent to request an exemption. An exemption allows IgNS to waive part or all the transfer fees when there is an undue hardship, incapacity, disability or other extenuating circumstances. Supporting documents must accompany the written request to provide justification. All requests for exemptions must be received by IgNS staff by the end of the testing window. Exemption requests may be sent to info@ig-ns.org.

MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit your examination registration and all examination fees under the circumstances listed below, and a new application and examination fee will be required to reapply for examination.

- If you wish to reschedule an examination but fail to contact PTC at least five business days prior to the scheduled testing session.
- If you wish to reschedule more than once.
- If you appear more than 15 minutes late for an examination.
- If you fail to report for a scheduled examination for any reason.

INCLEMENT WEATHER, POWER FAILURE, OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, the proctor will determine whether circumstances warrant the cancellation, and subsequent rescheduling of an examination. The examination will not be rescheduled if the exam proctor is able to open the testing site.

If power to a testing site is temporarily interrupted during an administration, the examination time will resume when power is back on.

PLEASE BE ADVISED: It is the candidate's responsibility to ensure their equipment and workspace meet all the requirements for Live Remote Proctoring. If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting the technical or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the existing rules for setting up a new exam date.

PREPARING FOR THE EXAMINATION

- The Candidate Handbook provides the Content Outline for the examination and references. Check www.Ig-NS.org/certification for additional study resources:
  - IgCP® Review Course webinar
  - IgCP® Examination Study Guide
  - Ig Therapy Standards of Practice
  - Ig Therapy Products and Risk Factor Chart
- Review What to Expect at the Test Center and Rules for the Examination before your appointment.
- Check your government issued photo ID (driver's license, passport or U.S. Military ID) when you make your examination appointment. Ensure your photo ID is not expired. Ensure the name on your ID matches the name on your Scheduling Authorization email. Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates without proper ID will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to make sure your personal information, and the exam date, time, and location are accurate.
- In the event of inclement weather, check the Prometric website for site closures: https://www.prometric.com/closures.
- Prometric's website provides information on what you can expect on your test day, including a walkthrough of check-in and security procedures: www.prometric.com.
- Review the Prometric exam software tutorial here: https://ptcny.com/pdf/prometricsoftwaretutorial.pdf

TAKING THE EXAMINATION

TESTING VIA LIVE REMOTE PROCTORING

- Be sure to check your system compatibility BEFORE you schedule and again before your appointment.
- The check-in process is about 30 minutes long and is not factored into your appointment. Be sure to log into ProProctor to start your exam at least 30 minutes prior to your appointment time.
- There are no breaks permitted during your exam. You MUST stay within camera view at all times and alert the proctor when you have finished your examination.
- No scratch paper is allowed. Be sure your workspace is clear of any extra items and electronic devices except for your government issued photo ID.

- Read the Live Remote Proctoring FAQs here: https://ptcny.com/remote-proctor-faqs/

PLEASE BE ADVISED: It is the candidate's responsibility to ensure their equipment and workspace meet all the requirements for Live Remote Proctoring. If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting the technical or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the existing rules for setting up a new exam date.

TESTING AT THE PROMETRIC TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
  - Candidates will be asked to present their IDs.
  - Candidates will be asked to empty and turn out their pockets.
  - Candidates will be "wanded" or asked to walk through a metal detector.
  - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
  - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
  - Cell phones must be powered off and stored in the candidate's assigned locker before testing begins. Prometric also provides lockers for candidates to store purses, jackets, food, beverages, and medical supplies.

- During the Exam
  - There are no scheduled breaks during the exam. Candidates who must leave the testing room outside of the break will not be given extra time on the exam.
  - Candidates are only permitted to leave the testing room to use the restroom or access food, beverages, or medicine from their assigned locker.
  - Candidates who take an unscheduled break are subject to additional security screenings before being permitted to reenter the testing room.
  - Accessing mobile phones, study materials, or anything other than food, beverages, or medicine/healthcare supplies during the examination is prohibited, including during the scheduled break. A zero-tolerance cell phone policy is in effect at Prometric testing centers. You must power off your cell phone and store it in your assigned locker before testing. You may not access your phone at any time during the examination or an unscheduled break. If you access your phone for any reason, your examination will be terminated immediately, your examination will not be scored, and all examination fees will be forfeited. IgNS will also be notified of the incident and may take additional action.
  - Smoking is prohibited at the testing center.
  - All examinations are monitored and may be recorded in both audio and video format.

Please keep in mind: Other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Proctors periodically walk through the testing room for security monitoring. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see Prometric's website for more information about what to expect on testing day.

RULES FOR THE EXAMINATION

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without a valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- Cell phones must be powered off and stored in the candidate's assigned locker before testing begins. Candidates may not access their cell phones at any time during the examination or during an unscheduled break. Any candidate who accesses a cell phone during the examination or an unscheduled break will have their examination terminated immediately. The examination will not be scored, and all examination fees will be forfeited.

- No papers, books, or reference materials may be accessed during a break at a locker, taken into or removed from the testing room.
- You may ONLY access snacks, beverages, medicines, or personal healthcare items from your locker.
- No questions concerning the content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- Candidates are prohibited from writing on their body parts during the examination.
- Candidates testing at a physical testing center are prohibited from leaving the testing room while their examination is in session, except for going to the restroom, or accessing their locker for food, drink, or medicine/personal healthcare only.
- Those testing via Live Remote Proctoring may not leave the testing area. Candidates must verbally alert the proctor before leaving camera view when they have completed the examination.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see Prometric's statement on Test Center Security for more information.
- All watches, including fitness/smart watches and similar devices, cannot be worn during the examination.
- Food/beverages are not permitted inside the testing room or at your workspace if testing via live remote proctoring. Leave these items in your assigned locker. You may access these items during your break.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are the copyrighted property of IgNS. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

EXAMINATION FORMAT

The IgCP® exam contains 100 multiple-choice questions and 20 pretest items. The distribution of content is shown in the detailed content outline included in this handbook. All questions have four answer options; select the best option to your best knowledge. You will have 2 hours to complete the examination. Before beginning, instructions for taking the examination will be provided.

Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. IgNS/PTC will initiate an investigation and request suitable analyses and appropriate documentation.

CANDIDATE COMMENTS

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at www.ptcny.com/contact within 3 business days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within 3 business days of the test appointment.

FOLLOWING THE EXAMINATION

REPORT OF RESULTS

Your score report will be sent to you via email, approximately 4 weeks after the last day of the testing window.

Your score report will indicate a "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. Test scores are reported as raw scores. A raw score is the number of correctly answered questions. Your total score determines whether you pass or fail. The methodology used to set the minimum passing score for each examination is the Angoff method, applied during the performance of a Passing Point Study by a panel of content experts. The experts evaluated each question on the respective examination to determine how many correct answers are necessary

to demonstrate the knowledge and skills required for the designation. The candidate's ability to pass the examination depends on the knowledge and skill displayed during the examination, not on the performance of other candidates.

SCORES CANCELED BY IgNS/PTC

PTC is responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as misconduct by a candidate, may cause a score to be suspect. IgNS and PTC reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

FAILING TO REPORT FOR AN EXAMINATION

If you fail to report for an examination, you will forfeit the registration, and all fees paid to take the examination. A completed application form and examination fee are required to reapply for examination.

RETAKING THE EXAM AFTER A FAILING RESULT

If you do not pass the IgCP® certification exam, you are eligible for a one-time $100 discount to retake the exam during the next available testing window. You will receive a discount code via email from PTC with your exam results.

CONFIDENTIALITY

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

DUPLICATE SCORE REPORT

Candidates can request a duplicate score report by submitting the "Duplicate Score Report and Duplicate Certificate Request Form" found on the PTC website: https://ptcny.com/candidate-corner/. Requests must be submitted within one year of your examination to be processed. The fee is $50.

VERIFICATION OF SCORES

Candidates who fail the examination may request a verification of their data file. Score verification is a manual check of the data file by the testing service to determine whether there have been any scoring errors. Although the probability of such an error is extremely remote, this service is available. Requests must be submitted within 6 months of the examination date by completing the Exam Score Verification Request form and paying the $50 fee. To access the form, log into PTC's Test Hub https://apply.ptcny.com/ and go to Candidate Corner. Candidates who fail the examination will not be permitted to see the examination questions. For reasons of test security, no candidate is allowed to review the examination or any of its items.

RECERTIFICATION REQUIREMENTS

- IgCP® Credentialing mandates a two-year recertification period to ensure and inform the public that the IgCP® maintains a current knowledge of developments within the field.
- IgCP® policies for recertification are strictly enforced. It is recommended that IgCP®s begin accumulating recertification units before the final year of the certification period.

TERM OF CERTIFICATION

The IgCP® credential is valid for two years from the date of successfully passing the exam. The expiration date depends on when the exam was taken:

- If the exam date falls between January 1 and June 30, the certification expires on June 30, two years later.
- If the exam date falls between July 1 and December 31, the certification expires on December 31, two years later.

Certification holders must earn recertification units within the defined recertification period. Units cannot be carried over to the next period.

RECERTIFICATION ELIGIBILITY REQUIREMENTS

All recertification applicants must meet the following eligibility requirements:

- Registered Pharmacist (RPh) with a current license in the US or Canada
- A minimum of 1,000 hours of experience in Ig therapy within the past two years in the following areas of practice:
  - Pharmacy practice
  - Managed care
  - Research
  - Education
  - Pharmaceutical/device industry

RECERTIFICATION FEES

Member: $325
Non-member: $385

It is your responsibility to ensure that your application is correct and complete prior to submission. Certificants who are deemed ineligible will be refunded the recertification fee, less a $75 administrative fee.

RECERTIFICATION QUALIFICATION OPTIONS

1. Attend one IgNS National Conference within the two-year recertification period (20 RU).

OR

2. Complete at least 20 CE contact hours (units) in Ig therapy from IgNS through the IgNS online educational platform.

OR

3. Take the IgCP® credentialing examination before your credential expiry date.

EARNING YOUR RECERTIFICATION UNITS (RU)

Recertification requirements if you were certified on or after October 2024 (Total 20RU):

1. Attend one IgNS National Conference within the two-year recertification period (20 RU)

OR

2. Complete at least 20 CE contact hours (units) in Ig therapy from IgNS through the IgNS online educational platform

OR

3. Take the IgCP® credentialing examination before your credential expiry date

Recertification requirements if you were certified prior to October 2024 (Total 40RU):

1. Attend at least one IgNS National Conference within the three-year recertification period (20 RU)

AND

2. Complete at least 20 CE contact hours (units) in Ig Therapy from IgNS through the IgNS online educational platform

OR

1. Attend two IgNS National Conferences within the three-year recertification period (40 RU)

OR

1. Take the IgCP® credentialing examination before your credential expiry date

Recertifying by attending the IgNS National Conference
Attending one IgNS National Conference earns 20 recertification units and completes the 20 RU recertification requirement.

Recertifying by Continuing Education

Earning 20 RUs by completing continuing education courses offered by IgNS, including live and enduring webinars, CE supplements, CE podcasts, and other programs.

Additional options for earning RUs:

A. Publish a manuscript on Ig therapy in a peer-reviewed journal (10 RU maximum)

- For each manuscript published on the topic of Ig therapy in a peer-reviewed journal, the author is eligible for 5 RU.
- A maximum of 10 RU can be applied to a recertification period.

B. Develop and present a scientific session at an IgNS National Conference (5 RU maximum)

- An IgCP® is eligible for 5 RU for each contact hour presented.
- A maximum of 5 RU can be applied to a recertification period.

C. Complete Continuing Education (CE) course(s) pertaining to Ig therapy from sources other than IgNS (5 RU maximum)

- An IgCP® is eligible for one (1) RU for each contact hour earned.
- A maximum of 5 RU can be applied to a recertification period.

D. Develop and present immunoglobulin therapy-related education programs (5 RU maximum)

- Educators in immunoglobulin therapy-related programs are eligible for one RU per contact hour delivered.
- CE credit must be awarded for the program.
- The program must be related to one of IgCP® clinical content areas.
- Repeated presentations of the same program will not be awarded multiple credits.
- Program outlines and objectives, date, and CE credit provider's name must be submitted with the recertification application.
- A maximum of 5 RU can be applied to a recertification period.

E. Publish a chapter or edit an immunoglobulin therapy-related book (5 RU maximum)

The book's reference information, including author, year, title, and publisher information must be submitted with the recertification application. A maximum of six recert units can be applied to a certification period.

FAILURE TO RECERTIFY

Recertification is required to maintain the IgCP® credential. Individuals whose certification has expired or been suspended or revoked may not represent themselves as IgCP® certificant.

Reinstatement

- **Less than sixty (60) days from recertification expiry date:** The IgCP® may request to reinstate expired certification by submitting the recertification application, including recertification and reinstatement fees, and meeting all requirements. If the application is approved, the individual's expiration date for the reinstated credential will be the original recertification date. The reinstatement fee is $325 and must be paid once the recertification application is approved.
- **More than sixty (60) days from the recertification expiry date:** Individuals must retest and meet all the current eligibility requirements, including passing the IgCP® exam. The full examination fee will be applied.
- **An email reminder notice is sent as a courtesy and non-receipt of the notice does not relieve the (IgCP) certificant from the responsibility of renewing the certification**

Detailed Examination Content Outline

This outline provides competency domains for the IgCP® credential

Competency Domain Specifications ..... % Domain Questions

1. Clinical and Order Evaluation 35%

- Review patient's medical records
  - History and physical
  - Lab work
  - Previous Ig therapy history
  - Allergies and Adverse drug reaction
- Interview patient/caregiver for additional information
  - Additional diagnoses
  - Drug profile
  - Allergy profile
    - Food
    - Chemical
  - Other treatments being used
    - Non-pharmacological
    - Alternative
- Assess patient's willingness to receive blood products and consider any cultural or religious concerns
- Review appropriateness of site of care
- Review appropriateness of order
  - Diagnosis
  - Ig dosing
- Perform initial Ig risk assessment
- Select appropriate product and route of administration
- Determine titration schedule with maximum infusion rate
- Determine appropriate ancillary medications, necessary administration equipment, and supplies
- Clarify orders with prescribing physician and create detailed written order for prescriber review and signature, as appropriate
- Collaborate with and educate nursing staff to develop plan of care and goals of therapy
- Collaborate with intake team to ensure availability of clinical data to meet insurance criteria for coverage
- Provide patient education and counseling as per pharmacy counseling standards

2. Dispensing 15%

- Confirm insurance authorization
- Ensure medications are properly prepared, labelled, and dispensed
- Ensure supplies/equipment are properly dispensed
  - Look-alike, sound-alike nature of Ig products
  - Proper tubing for pump dispensed
  - Error reduction strategies for medication dispensing
- Ensure proper storage is maintained at all locations until time of administration
- Conduct drug utilization review

3. Clinical Management During Infusion and Follow-Up 15%

- Provide clinical expertise on adverse event management and interventions if needed
  - Immediate vs delayed
  - Anaphylactoid vs anaphylaxis
- Report to prescriber on patient's tolerance/intolerance and provide intervention recommendations as needed

- Evaluate tolerance and adverse events and make interventions as appropriate
    - Produce changes
    - Pre-medication
    - Increased hydration
- Provide patient re-education and counseling as appropriate
- Provide report to prescriber of initial infusion results as appropriate
- Update plan of care

4. On-going Care and Monitoring Before Refilling Medication 22%

- Review plan of care and update as appropriate
- Review lab results if applicable
- Evaluate patient adherence to therapy
- Make interventions as appropriate
- Monitor for changes in patient's medical history
    - Weight
    - Allergies
    - Medications
    - Co-morbidities
- Ensure patient proficiency with equipment and supplies if appropriate
- Provide patient re-education as necessary
- Report unexpected findings to prescriber and nursing staff as necessary
- Coordinate patient's infusion schedules
- Perform periodic Ig risk reassessment

5. Administrative Tasks 13%

- Manage inventory and procurement of Ig products and supplies
- Ensure appropriate cold chain medication management
- Maintain Ig knowledge, education, and competency
- Evaluate outcomes and monitor quality assurance and improvement
- Ensure appropriate documentation throughout patient's continuum of care

TOTAL QUESTIONS: 100

FAQs

Certification

Q Am I eligible to take the exam?

Eligibility for initial certification by examination is as follows:

1. Registered pharmacist (RPh) with a current license in the US or Canada.
2. A minimum of 1,500 hours of experience in Ig therapy within the past two years in the following areas of practice:
    - Nursing practice/ Pharmacy practice
    - Managed care
    - Research
    - Education
    - Pharmaceutical/device industry

Q How many questions are on the IgCP® exam and how long will I have to complete it?

There are 120 questions on the IgCP® exam (including 20 pretest questions). Candidates are allotted 120 minutes for the exam.

Q Something came up, can I reschedule my exam?

Yes. To reschedule your examination, please contact our official certification partner, Professional Testing Corporation (PTC) at https://ptcny.com/about/#contact.

Please note that a $155 rescheduling fee applies and cannot be waived. If you reschedule more than once, the full examination registration fee will be required for any additional changes.

Q When will I receive my IgCP® examination results?

Examination results are issued by PTC via email approximately four (4) weeks after the close of the examination window. For missing results, please contact PTC directly:
https://ptcny.com/about/#contact

Q I registered for the IgCP® examination. When will I receive my scheduling notice?

PTC sends scheduling notices 11 weeks prior to the start of the testing window. If you register within that 11-week period, you will receive your scheduling notice within two business days of application approval.

Recertification

How long is my IgCP®certification valid?

If you became certified or recertified prior to October 2024, your certification is valid for three (3) years. If you became certified or recertified in October 2024 or later, your certification is valid for two (2) years.
All future renewals will follow a two-year certification cycle.

What do I need to renew my IgCP® credential?

Recertification requirements are based on your original certification or most recent recertification date.
You may recertify by earning Recertification Units through continuing education and by attending the IgNS National Conferences.
Additional requirements and acceptable documentation details are outlined in the Certification Handbook.

My IgCP® certification is expired. What can I do to renew?

You may still renew your certification within 60 days of your expiration date by paying the applicable late fee, if all recertification requirements were met before the expiration date.
If the 60-day grace period has passed, reinstatement requires retaking and passing the IgCP® certification examination.

Where can I locate a copy of my IgCP® certificate?

Your certificate is issued via email by PTC. If you need a replacement certificate, you may contact PTC directly to request a replacement certificate: https://ptcny.com/about/#contact

---

Does IgNS automatically apply CE credit I earned on the IgNS website or conference for IgCP® renewal?

No. IgNS does not retain CE records for recertification purposes. Certificates of completed courses can be found in your IgNS account under My Courses. You are required to submit proof of completed CE courses at the time of recertification.

Pharmacists: IgNS does report your CE credits to NABP, as required by ACPE. This process is separate from recertification.

IgNS Immunoglobulin National Society

www.ig-ns.org | Events@ig-ns.org | 888.855.4443

Follow us @ignsorg