

**Commission for Certification in Geriatric Pharmacy
Policy on Discipline and Revocation of Certification**

A. General Information

1. It is the expectation of the Commission for Certification in Geriatric Pharmacy that its certificants will demonstrate personal and professional integrity and will bring credit to themselves, the profession of pharmacy, and the CCGP certification. The certification process itself includes requirements for appropriate conduct in applying for and taking CCGP examinations, maintaining certification and licensure to practice, serving as a CCGP volunteer, and in other relationships with CCGP.
2. Failure to meet those standards will subject a certificant to potential revocation of certification in accordance with established policy and procedures.
3. Complaints concerning violation of CCGP standards or requirements by applicants or certificants (including suspension or revocation of license to practice pharmacy) must be reported in writing to the CCGP Executive Director, and will be acted upon promptly. Complaints should be as specific as possible, and will be handled confidentially, unless legal requirements require release of information.
4. CCGP does not have the ability to independently investigate complaints regarding professional conduct or practice of certificants. Any complaints of such nature received by CCGP will be referred to the State Board of Pharmacy serving the certificant's official mailing address in CCGP files. CCGP will monitor closely the action of the State Board, and if the certificant's license is revoked or suspended, the maintenance of licensure provisions of the CCGP Policy and Procedure on Revocation of Certification will be invoked.
5. The following attestations are signed as a part of each Certified Geriatric Pharmacist certification application, and are pertinent to the provisions of this policy:

By submitting this application, I certify that:

I have read all portions of the Candidate Handbook and application.

I certify that the information I have submitted in the application and the documents I have enclosed are complete and correct to the best of my knowledge and belief.

I certify that I have a minimum of two years experience as a licensed pharmacist.

I understand that if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my examination results may be delayed, not released or invalidated by CCGP.

6. The following attestation (Declaration of Certified Geriatric Pharmacist) is signed upon successfully passing the exam and is pertinent to this policy:

- a.) Use and Display of the Credential. The undersigned affirms and acknowledges that the Credential shall be used or displayed by the undersigned only during such time periods as the undersigned is a member in good standing of the Commission for Certification in Geriatric Pharmacy which shall include, without limitation, the undersigned's full and timely payment of all dues and fees.
- b.) Requirement of Recertification. Should the undersigned elect, at any point in time, to decline to participate in a recertification as required by the Commission, then the undersigned shall thereupon be precluded from using or displaying the Credential.
- c.) Revocation of the Credential. Should any of the information provided by, or on behalf of, the undersigned in connection with the certification or recertification of the undersigned's eligibility as a holder of the Credential be materially misleading, or omit to state material facts, then the Commission shall be entitled to cancel the undersigned's certification and to revoke the Credential upon written notice to the undersigned at which point the undersigned shall have no further right to use or display the Credential.

B. CCGP Policy and Procedure on Revocation of Certification

- 1. Policy: The certification of an individual may be revoked for:
 - a. Failure to complete or fulfill requirements for certification or recertification;
 - b. Failure to maintain professional licensure;
 - c. Determination that certification or recertification was improperly granted;
 - d. Misrepresentation or misstatement of facts submitted upon application for certification or recertification;
 - e. Violation of Conflict of Interest and/or confidentiality/non-disclosure attestations to CCGP.

Revocation for failure to maintain licensure or to recertify in accordance with CCGP recertification policy is automatic and non-discretionary. All

other grounds for revocation of certification are discretionary on the part of the Commission for Certification in Geriatric Pharmacy.

Discussion: The procedure has two steps. Step one consists of notification to the certificant of proposed revocation of CCGP certification. If the certificant fails to submit a written opposition to the proposed revocation, final action may then be taken. Step two consists of the procedures provided by the CCGP Reconsideration and Appeal Policy and Procedure and is invoked when the certificant files a written opposition to the proposed revocation.

2. Procedure for Step One: Notification to the certificant of proposed revocation

Upon receipt of information that would lead to revocation of certification, the certificant will be notified in writing of the proposed revocation and the grounds therefore. In cases of discretionary revocation, this notification will be forwarded by certified (return receipt) or registered mail and will include copies of the CCGP Policy and Procedure on Revocation of Certification and the CCGP Appeal Policy and Procedure.

Within sixty (60) days of notification of proposed revocation of certification, the certificant must respond by submitting a written statement, including any documentation and evidence, in opposition to the proposed revocation in accordance with the CCGP Appeal Policy and Procedure. This response shall be submitted to the Executive Director of CCGP.

If the certificant fails to respond within sixty (60) days, the decision will be made by the Executive Director of CCGP, in conjunction with the Chair of the Board of Commissioners, and will become final. A copy of the final decision will be mailed to the candidate by either certified (return receipt) or registered mail, and in the event of an adverse final decision, CCGP may notify the appropriate State Board(s) of Pharmacy of the final decision.

3. Procedure for Step Two: Invoking the Appeal Procedure

If the certificant proposed for decertification notifies CCGP within the required sixty (60) day period, the provisions of the CCGP Appeal Policy and Procedure are invoked. If the reason for revocation of certification was failure to retain licensure for any reason (which is non-discretionary for CCGP), the Reconsideration/Appeal process will be limited to verification of the non-licensure with the State Board of Pharmacy. The circumstances leading to non-licensure are not further reviewable by CCGP. Since CCGP requires only current, active licensure in one State, lapse or loss of one state license, while another remains active, may not

lead to non-discretionary revocation of certification, and this situation is reviewable and appealable through the CCGP process.