



**Certified Licensing Professionals (CLP)  
Certification Renewal Policy**

**Approved May 13, 2009**

**Updated May 20, 2010**

**Updated April 20, 2011**

**Updated July 5, 2011**

**Updated December 6, 2011**

**Updated March 12, 2012**

**Updated July 25, 2012**

**Updated September 14, 2014**

**Updated March 26, 2015**

The continuing competence of certified licensing professionals is a major interest of the CLP, Inc. Certified Licensing Professionals (CLPs) are required to demonstrate continued competence in their field to maintain their certification status. The CLP Board of Governors has determined, after considering a large scope of issues that face licensing professionals and the frequency at which information is updated and expanded, that the CLP credential will be recognized for a period of three (3) years from the last day of the month in which certification was earned. If certification is not renewed, it expires the last day of the month, three (3) years after certification was initially earned.

Individuals who hold the CLP designation can renew their credential by completing and submitting an online renewal application attesting to 40 continuing education (CE) credits before their credential expires. CLP encourages recertification candidates to submit their application at least one month prior to their expiration date to allow time for the committee to review the application. CLP accepts CE credit related to the field of licensing and the content covered on the CLP exam. The exam content outline is available online at: <http://licensingcertification.org/examinformation/examcontent.html>.

Additionally, renewal candidates must still be active in the licensing field and must pay the non-refundable renewal fee of \$400 to qualify for renewal. In order to renew, you must have at least three (3) years of full-time licensing experience within the prior eight years. "Full-time employment" refers to someone working fulltime in a position (at least 30 hours per week) that involves, as a significant part of its responsibilities, licensing and/or technology transfer.

To ensure that the renewal process contributes to the professional development of CLP certificants across a variety of issues, CLP CE credits can be obtained from the following areas:

**1. Attendance and/or participation in industry events on topics relevant to the licensing industry including:**

- National conferences such as the Licensing Executives Society (USA and Canada), Licensing Executives Society International (LESI), the Association of University Technology Managers (AUTM), Biotechnology Industry Organization (BIO), and others. If the conference is offered by or accepted for continuing education from the following organizations, then it can also be used for CLP CE:
  - American Intellectual Property Law Association (AIPLA)
  - American Law Institute – American Bar Association (ALI-ABA)
  - Academic Impressions
  - American Conference Institute (ACI)
  - American Economic Association (AEA)
  - American Institute of Certified Public Accountants (AICPA)
  - Association of European Science and Technology Transfer Professionals (ASTP)
  - Association of University Technology Managers (AUTM)
  - BNABar Associations (national and local)
  - Canadian Bar Association (CBA), Intellectual Property National Section
  - Centre d'Etudes Internationales de la Propriété Intellectuelle (CEIPI)
  - Chartered Institute for Patent Attorneys (CIPA)
  - European Patent Institute (EPI)
  - Institut Européen Entreprise et Propriété Intellectuelle (IEEPI)
  - Institute of Continuing Legal Education
  - Institute of Trademark Attorneys (ITMA)
  - International Association for the Advancement of Teaching and Research in Intellectual Property (ATRIP)
  - International Association for the Protection of Intellectual Property (AIPPI)
  - International Federation of Intellectual Property Attorneys (FICPI)
  - Intellectual Property Institute of Canada (IPIC)
  - Intellectual Property Owners Association (IPO)
  - International Trademark Association
  - Japan Intellectual Property Association (JIPA)
  - Japan Patent Attorneys Association (JPAA)
  - Licensing Executive Society (USA/Canada) Meetings (local, regional and national)
  - Licensing Executives Society International
  - LESI Society Meetings
  - Progressive Business Publications

- National Association of College and University Attorneys (NACUA)
- National Association of College and University Business Officers (NCUBO)
- National Business Incubation Association (NBIA)
- Swiss Technology Transfer Association (swiTT) Association Curie
- Technology Transfer Organization (TTO)
- Training Institute on Intellectual Property (IEEPI)
- University Industry Demonstration Project (UIDP)
- World Intellectual Property Organization

Please note: This is not an exhaustive list of potential CE opportunities. CLP will consider other events that are educational in focus and related to licensing, with content focused on one of the eight domains covered on the CLP exam. The exam content outline is available online at <http://licensingcertification.org/examinformation/examcontent.html>.

- Regional conferences/meetings (see above for a sample of acceptable organizations).
- Educational workshops, webinars, seminars, conference sessions and other similar educational offerings relevant to the licensing industry.
- Seminars, workshops, or other similar educational offerings from corporations or law firms.

#### Value of Attendance and Participation in Industry Events

One clock hour of participation in the events outlined above is equivalent to one CLP continuing education (CE) credit. For example, if a candidate participates in a one-day seminar totaling eight hours in one of the areas above, they would earn eight CLP CE credits.

Please note: recertification candidates must include the name and location of the meeting, title of the session(s) they attended, and short description of the session(s) they attended.

2. **Presentations/Speaking engagements related to licensing at international, national, regional, or local conferences, workshops, seminars, webinars, or similar educational offerings through industry organizations, corporations, law firms, or universities.** Presentations given at or sponsored by an accredited college or university or any of the organizations listed under item 1 above are accepted.

### Value of Presentations/Speaking Engagements

One hour of participation as a presenter or faculty member in the events outlined above is equivalent to three continuing education (CE) credits. CE credits may be claimed for repeated presentations. (CLP, Inc. assumes two hours of preparation for every hour presented/taught which is equivalent to two hours of continuing education (CE) credit.) For example, if a candidate taught an eight-hour workshop, they would receive 24 CLP CE credits.

Please note: recertification candidates must include the name and location of the meeting, title of the session(s) they presented, and short description of the session(s) they presented.

### **3. Writing and publishing written materials on relevant topics in the industry including articles, book chapters, textbooks, etc.**

#### Value of Publishing

- Writing an article for a company newsletter or self-publishing that is not peer-reviewed\* is equivalent to 5 CLP CE credits.
- Writing an article for a third party that is not self-published and not peer-reviewed\* is equivalent to 15 CLP CE credits.
- Publishing\*\* an article for a peer-reviewed journal is equivalent to 30 CLP CE credits.
- Publishing\*\* a chapter for a book is equivalent to 30 CLP CE credits.
- Publishing\*\* a book or textbook is equivalent to 40 CLP CE credits.

*\*Peer-reviewed means that the article is distributed to a group of reviewers who are selected by the editorial board. The reviewers are "peers" of the author, and are selected for their special knowledge and/or experience relevant to the subject of the article.*

*\*\*Published is defined as material that is published by an independent, commercial publisher. Self-published materials are not accepted for CLP CE credits except where specifically noted.*

### **4. Full-time employment as a licensing professional**

Full-time employment as a licensing professional is in an office that is dedicated to the transfer of technology, where a principal part of the employment duties include the negotiating of licenses. To receive full credit the individual must personally contribute to no less than 3 such licenses, or where the person was a manager in such an office of a team of persons who collectively contributed to no less than 6 such licenses.

### Value of full-time employment

12 months of full-time employment as defined above is equivalent to 6 CLP CE credits per year. 1 CLP CE Credit is awarded per two months of full-time employment.

### **5. Service as an expert witness or arbiter on a licensing matter by a court.**

#### Value of Service as an Expert Witness or Arbiter

One clock hour of participation serving as an expert witness or arbiter is equivalent to one CLP continuing education (CE) credit. For example, if a candidate serves as an expert witness or arbiter for one day totaling eight hours, they would earn eight CLP CE credits. Candidates may not earn more than 18 hours per year for this CE activity.

**CLP CE Summary Table:**

<b>Topic Area</b>	<b>Activities</b>	<b>CLP CE Credit</b>
Attendance and participation in industry events	<ul style="list-style-type: none"><li>• National conferences</li><li>• Regional conferences/meetings</li><li>• Educational workshops, webinars, seminars, etc.</li></ul>	1 clock hour of participation = 1 CLP CE credits
Presentations/speaking engagements	<ul style="list-style-type: none"><li>• Related to licensing</li><li>• At conferences, workshops, seminars, webinars, etc.</li></ul>	1 clock hour of participation as a presenter = 3 CLP CE credits
Writing/publishing on relevant industry topics	<ul style="list-style-type: none"><li>• Company newsletter article</li></ul>	1 article = 5 CLP CE credits
	<ul style="list-style-type: none"><li>• Self-publishing</li></ul>	
	<ul style="list-style-type: none"><li>• Published article that is not peer-reviewed</li></ul>	1 article = 15 CLP CE credits
	<ul style="list-style-type: none"><li>• Peer-reviewed journal article</li></ul>	1 article = 30 CLP CE credits
	<ul style="list-style-type: none"><li>• Published book chapter</li></ul>	1 chapter = 30 CLP CE credits
	<ul style="list-style-type: none"><li>• Published book/textbook</li></ul>	1 book = 40 CLP CE credits
Full-time employment	<ul style="list-style-type: none"><li>• 12 months of full time employment as defined above. 1 CLP credit is awarded per 2 months of full-time employment.</li></ul>	12 months = 6 CLP CE credits per year 2 months = 1 CLP CE credit per year
Expert witness or arbiter	<ul style="list-style-type: none"><li>• Serve as an expert witness or arbiter on licensing matter in court</li></ul>	1 clock hour of participation as an expert witness = 1 CLP CE credit

(candidates may not earn more than 18 hours annually for this activity)

CLP, Inc. will send you specific instructions, dates, and criteria for recertification after you become certified, however it is your responsibility to submit documentation of your CE points by the deadlines outlined above. There are no exceptions to the deadline for renewal based on failure to receive renewal application materials. It is also your responsibility to update your profile and contact information with CLP. Send changes via email to [clpinfo@licensingcertification.com](mailto:clpinfo@licensingcertification.com).

Recertification candidates must submit their recertification application using the online application. You may access by visiting [www.licensingcertification.org](http://www.licensingcertification.org). CLP will NOT accept paper (hard copy) recertification applications. Candidates may submit their application up to one year before their expiration date. Candidates who submit their application early and earn CLP CE credits between the date that they submit their recertification application and their original certification renewal date may carry over these credits into the next three year renewal period.

Candidates may also access the system throughout their certification cycle to track their CE activity.

Once all renewal requirements are met and certification has been renewed, CLP, Inc. will issue a renewal letter and written certificate to the individual stating that certification has been renewed.

#### Failure to Recertify

CLP renewal every 3 years is mandatory. Individuals who fail to meet the renewal requirements will have their certification revoked and must follow the reinstatement policy to regain the use of the CLP credential. A decision to revoke certification may be appealed (see CLP Policy 3.03(1)(3) Appeal Policy).

#### Reinstatement

An individual whose CLP credential has expired for 1 year or less may reinstate by meeting all of the renewal requirements, submitting a renewal application, paying the non-refundable renewal fee of \$400 and an additional administrative fee of \$100 (total of \$500). After CLP, Inc. approves the renewal application the CLP will be sent a new certificate. The expiration date of the reinstated certification will be the same as if the certification had been renewed on time.

An individual whose CLP credential has expired for more than 1 year must re-apply for certification. To re-apply the individual must meet all eligibility requirements in place at the time of re-application, must pay the initial application fee, and must pass the CLP exam.

#### Verification

To maintain the integrity of the CLP renewal process, renewal applications will be audited to determine compliance with the renewal requirements. Approximately 4% of renewal applications will be audited each year. Individuals whose renewal applications are selected for audit will be required to submit evidence that all requirements have been sufficiently met. For CE credit based on full-time employment a letter from your employer may be required for verification. Failure to submit appropriate documentation may result in the revocation of the certification.