



CLP RECERTIFICATION INSTRUCTIONS: POINTERS FOR COMPLETING YOUR APPLICATION

The Certified Licensing Professional (CLP) credential establishes a high standard among professionals involved in licensing, business development, management of intellectual property, or technology commercialization. Participation in continuing education activities increases and broadens a CLP's knowledge about evolving issues in these areas. Maintaining your CLP certification is simple—participate in industry events, publish documents on relevant topics, act as an arbiter, and/or use full-time licensing employment to earn 40 continuing education (CE) credits during the three-year recertification cycle. Then, complete the recertification application following these instructions. You will be mailed a new certificate upon approval of your application.

- Review the approved CE categories listed in the [Summary Table](#) or in the full Recertification [Policy](#).
- Enter your CEs in the online system as you complete it so that you have a running log of your activities leading up to your Recertification due date, or create a quick list of your CE activities before you begin the application.
 - *CLP does not pre-assign values to specific meetings/courses. Recertification is a self-reporting process. Report credits based on the number of hours you spent in educational-based activities related to the CLP domains and licensing in general during the three-year certification cycle.*
- OR, maintain your own log of activities earned throughout the certification cycle.
- Complete the online application:
 1. Go to <http://www.castleworldwide.com/clp/>.
 2. Select **Returning/Renewing Candidate** and enter your login information.
 - *The user name and password are case sensitive. Retrieve your login using the **Forgot Password** feature.*
 3. In the left-hand navigation bar, click **Renew Certification by CE Credits**. Review the page instructions and scroll to the bottom to enter your CE activities.
 4. For each activity select the following:
 - **CE Category**—Select the applicable category, then click **Filter** to narrow the list of providers.
 - **Provider** –From the drop-down menu, select the industry organization providing the CE. Your selection will narrow the list of courses based on the category chosen.
 - If you do not see the provider listed, select **Other** and enter the information in the text box.
 - You can also choose **Full-time Employment, Presenter, or Teaching** from the provider list.
 - **Course** – Select the course from the drop-down menu.
 - If the course is not listed, select **Other** and enter the name in the text box that appears.
 - **Credit Hours** – Enter the number of credits for the activity. Use your list or the [CE Summary Table](#).
 - **Description** – Include the required data for the activity (found in the [Recertification Policy](#)). For example, for participation in industry meetings, the following information is required: name and location of the meeting and the title and short description of the session(s) attended.
 - **Add** – Click **Add** to save the CE activity to your record. The credits appear in your record under the blue line on the page, totaling as you add additional activities. You may edit the entries after saving.
 5. After entering a minimum of 40 credits, click **Next Page**.
 6. **Complete** the application by attesting to the *CLP Code of Conduct* and the *Experience Requirement* and submitting payment via credit card.