**CCXP Recertification Application Organizer Worksheet**

This Application Organizer Worksheet is designed to help you understand how credits are earned, and to provide a place for you to organize notes before submitting your application. Qualifying certification maintenance activities, organized by category, are described below. When you submit your credits, you will need to report the name, date, and claimed number of credit hours for each activity. If the activity is not self-explanatory to an application reviewer, you may include a weblink or description of the activity to allow consideration to be made. We may ask for further details if we are not able to determine how the activity aligns with the CXPA CX Framework or otherwise qualifies for credit. To maintain your CCXP certification for another two years, you will need to complete 20 credit hours of qualifying certification maintenance activities since your last date of certification\recertification. This must include credits in two of the categories below.

**Last date of certification\recertification: Month, Date, Year Recertification application due by: Month, Date, Year**

* *All activities must occur during the two-year period.*
* *If this is your first recertification, the last date of certification/recertification would be the date you first earned the CCXP. For example, if you earned the CCXP on January 31, 2021, then your last date of certification would be entered as 1/31/2021 and your recertification application due date would be entered as 1/31/2023.*
* *If this is not your first recertification, and your last recertification expired on 12/12/2021, for example, then your last date of certification/recertification would be entered as 12/13/2021 and your recertification application due date would be entered as 12/12/2023.*

***CXPA Contributions***

*Volunteer work done on the behalf of the CXPA or CCXP to enhance the CX profession through active participation. This includes serving on a CXPA or CCXP Committee, leading a network group, presenting educational webinars for the CXPA, and preparing white papers for the CXPA.*

* *One credit is received for each hour of volunteer service.*
* *Three credits are received for each hour of service as a presenter/speaker at a CXPA program*

**CXPA Contributions credits: \_\_\_\_\_\_\_**

***In-Company Continuing Education\Development***

*Employer-provided workplace CX continuing education (other than new staff orientation) led by a current, active CCXP.*

* *One credit is received for each hour of employer-provided workplace CX continuing education*
* *Two credits are received for each hour of service as an employer-provided workplace CX continuing education presenter/speaker*

**Employer-provided CX continuing education credits: \_\_\_\_\_\_\_**

***Conference***

*Conferences aimed at developing CX knowledge and competence whether in person or virtual.*

* *One credit is received for each hour of conference participation.*
* *Two credits are received for each hour of service as a CX conference presenter/speaker*

**Conference credits: \_\_\_\_\_\_\_**

***Training, Seminar, Webinar, or Podcast***

*CX training courses (in-person or online), CX seminars, CX webinars (provided by CXPA or outside organizations), or CX podcasts.*

* *One credit is received for each hour of CX Training, Seminar, Webinar, or Podcast participation.*
* *Two credits are received for each hour of service as a CX Training, Seminar, Webinar, or Podcast presenter/speaker*

**Training, Seminar, Webinar, or Podcast credits: \_\_\_\_\_\_\_**

***Professional Development***

*Other CX professional development activities outside CXPA such as judging CX awards or participating in other CX networking events.*

* *One credit is received for each hour of other CX professional development activities*

**Other CX professional development credits:** \_\_\_\_\_\_\_

***Courses***

*CX-related Courses offered by a college, university or other higher education institution.*

***Non-credit Courses*** *(e.g., courses that do not earn academic credits)*

* *One credit is received for each hour of course participation as a student.*
* *Two credits are received for each hour of course participation as an instructor*

***Academic Credit Courses***

* *Ten credits are received per academic credit for students that complete a 10-week quarter schedule.*
* *Twenty credits are received per academic credit for instructors that teach an entire 10-week quarter schedule class.*
* *Fifteen credits are received per academic credit for students that complete a 15-week semester schedule.*
* *Thirty credits are received per academic credit for instructors that teach an entire 15-week semester schedule class.*

**Total College\University Course credits: \_\_\_\_\_\_\_**

CXPA Contributions credits: \_\_\_\_\_\_\_

Employer-provided workplace CX continuing education credits: \_\_\_\_\_\_\_

Conference Credits: \_\_\_\_\_\_\_

Training, Seminar, Webinar, or Podcast credits: \_\_\_\_\_\_\_

Other CX professional development credits: \_\_\_\_\_\_\_

College\University Course credits: \_\_\_\_\_\_\_

***Total Credits: \_\_\_\_\_\_\_***

***Did you identify credits from at least two categories? YES\NO***

***Did you identify at least 20 credits? YES\NO***

***Once you have answered “Yes” to both questions,***

***you are ready to complete and submit your renewal application.***