



**MEDICAL SCIENCE LIAISON BOARD CERTIFICATION
(MSL-BC®)**

Medical Affairs Certification Committee Recertification Manual





Medical Affairs Certification Committee (MACC) Recertification Program Manual

INTRODUCTION

This *MACC Recertification Program Manual* consists of important information about the recertification of your MSL-BC® certification credential.

The Medical Science Liaison Society sponsors the certification and recertification process which is governed by the Medical Affairs Certification Committee (MACC).

Please review the entire manual carefully. For additional information about MSL-BC® certification/recertification, please refer to MSL's website at <https://www.themsls.org/msl-board-certification/>



PURPOSE OF RECERTIFICATION

The purpose of the MACC Recertification Program is to ensure that certification credential holders are able to maintain their credential and continued commitment to the profession through life-long professional development. The NCCA Commission (third party certification accrediting body of the Institute for Credentialing Excellence (I.C.E.)) defines recertification as “Requirements and procedures established as part of a certification program that a certificant must meet to maintain competence and renew his or her certification.” The MACC Recertification Program adheres to this definition as certificants participating in the program are required to demonstrate that their skills and knowledge remains current in order to assure that they are able to continue to practice successfully within their profession. It is required that all MSL-BC® certification credential holders participate in the recertification program in order to maintain active certification. MSL-BC® certification credential holders are required to keep their certification current by completing various MACC-approved professional development activities or re-sitting for the exam.

CONTINUED COMPETENCE

MACC understands the importance of certificants remaining competent as credentialed Medical Science Liaison professionals throughout their careers. The NCCA commission defines continuing competence as “Demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual’s professional career.” The MACC Recertification requirements adhere to this definition by requiring an MSL-BC® certification credential holder to participate in professional development activities related to the profession in order to maintain his or her status in good standing. Continued competence is documented through participation in the MSL-BC® Recertification Program.

RECERTIFICATION REQUIREMENTS

MSL-BC® credentialed professionals have the choice of engaging in documented, professional development activities to maintain their certifications within each 3-year recertification cycle or re-sit for the exam when their recertification is due. The professional development activities may include participation in formal education (both online and face to face), publications, and presentations. MSL-BC® credentialed professionals may also have the option to retake the examination to meet the recertification requirements. The MSL Society retains the right to revise its Recertification Policy as appropriate. MSL-BC® credentialed professionals will be required to comply with MACC policies in place at the time of their application for recertification.

To maintain active certification status in good standing through recertification, credential holders must:

- Abide by the Code of Ethics for Medical Science Liaisons and MSL Leaders and re-attest to this Code on an annual basis (Please see Attachment 1);
- Complete the required number of professional development hours and credits as specified in the Credit Categories table beginning on page 6 or re-sit for the exam within the 3-year recertification cycle;



- And pay the current recertification fees and submit the completed recertification application (attachment to this manual).

Any applicant who does not meet the recertification requirements will be notified within thirty (30) days of receipt of their application has been denied.

GENERAL GUIDELINES

Upon earning the MSL-BC® credential, the certification remains valid for the following three (3) complete calendar years (one recertification cycle). **ALL** certificants must continue to meet certification eligibility criteria if they wish to continue using the credential. Certificants have two options for recertifying:

1. Certificants may recertify every three years by retaking the exam.
2. Certificants may recertify every three years by obtaining 40 Professional development credits.

Recertification By Examination

Those choosing to recertify by exam must take the September exam during their final year of certification. MSL-BC® certificants choosing to recertify by professional development can begin earning recertification units from the date they pass the exam and their credential becomes effective.

Recertification Through Professional Development Credits

All credits must be related to the role of the Medical Science Liaison. Credits must be distributed throughout the certification cycle. The professional development credits encompass a wide spectrum of activities that the Medical Affairs Certification Committee believes to reflect continual learning opportunities. These activities validate the Medical Science Liaison's professional knowledge and strengthen their ability to reinforce essential skills and develop new skills. These opportunities not only lead to enhanced knowledge for the certified MSL professional but ultimately, to higher quality outcomes.

Credits must come from nationally or internationally approved or recognized professional development providers to include state licensing boards, national accredited professional organizations, or the Medical Science Liaison Society. Any other professional development credits entity should be approved by the Medical Science Liaison Society to ensure compliance with the recertification policy. Certificants should send information on educational programs to the Medical Science Liaison Society for review in advance.

Credits must be distributed throughout the three-year certification cycle. Professional development credits may not be carried over from one recertification cycle to another.

- Professional development credits must be earned from Medical Science Liaison-related events such as seminars, workshops, online courses etc.
- Credits must come from more than one source, i.e., all 40 credits cannot come from attending one conference, they can however come from several conferences.
- Professional development credits are defined in the **Recertification Activity Categories** section below.



- Recertification applications and activity documentation are due 30 days before the end of the certification cycle.

VERIFICATION AND SUBMISSION OF CREDITS

Certificants must maintain a copy of the certificate of attendance for each approved program attended and submit if audited. Every certificate of attendance must have an accreditation statement and/or provider number. If a candidate attended a program and did not receive, or lost, the certificate of attendance the applicant is responsible for contacting the program sponsor for a replacement certificate.

CONTACT HOURS DEFINED

Professional Development Credits are based upon contact hours. Contact hours are defined as the number of clock hours spent in direct participation in a structured educational format. One (1) credit = one (1) contact hour.

RECERTIFICATION FEES

Completed applications for recertification should be submitted prior to the expiration of the credential. This application can be found in Attachment 2, titled, "MACC Recertification Submission Form ". For those wishing to sit for the exam for recertification, a seating fee of \$450 for MSL Society Professional Level members and \$550 for non-members, will be charged which should be included with the application. *Should a credential expire prior to submission for recertification, certificants are allowed a 30-day grace period to complete and submit proof that they have completed MACC'S recertification process. An additional late fee of \$50 will be applied to any recertification application postmarked less than 30 days after the date the credential expires.* With this fee, certificants will be allowed an additional 30 days from the date of their expired certification to submit Credits. Please keep in mind a certificant's Credits must have been completed within the period of time the credential had been active. Please note that being late up to 30 days does not extend a certificant's next recertification expiration date. Once the 30-day period has passed, credentials are considered expired. In order to be reinstated or become certified again, individuals will have to purchase and successfully sit for the exam again. For recertification by exam, please follow the previously noted guidelines regarding due dates under "Recertification by Exam" in this Manual.

Change of Address

Changes in mailing addresses must be provided to the MSL Society. *Failure to keep the mailing address current can result in lost mail, lost information and/or lost business.* You may keep your information current by logging onto www.themsls.org.



HOW TO COMPLETE THE MACC RECERTIFICATION SUBMISSION FORM

The MACC Recertification Submission Form can be found in Attachment 2 of this Manual.

- Complete the demographic information (name, address, etc.).
- If choosing recertification by exam, complete the Exam Administration date and fees section, only and sign the Form.
- If choosing recertification by professional development complete the application as instructed on the form as follows:
 - Information should be recorded directly on the MACC Recertification Submission Form. It is recommended that information be recorded on an ongoing basis (i.e., as soon as an activity is successfully completed).
 - Proof of appropriate documentation must be submitted with the completed Form.
 - In providing the date of an activity, the month, day and year must be included. Credits will be awarded only for activities that are completed within the relevant recertification period.
 - Credits in excess of the amount required for the professional development reporting period cannot be carried over for credit in subsequent reporting periods.
 - It is the sole responsibility of the MSL-BC® credential holder to document professional development activities.
- Please submit appropriate fees as indicated under “Recertification Fees” in this manual.
- Form must be signed by the certificant to be recognized as valid.
- The completed MACC Recertification Submission Form must be submitted to MACC. Applications for recertification will only be accepted within 1 year prior to the credential holder’s expiration date.



CREDITS CATEGORY REQUIREMENTS

PROFESSIONAL DEVELOPMENT AREA	CREDITS
Continuing Education and Training Activities - Max 20 Credits	
<p>Conference, Seminar, Workshop on a topic related to the MSL Role. Training and/or educational programs must be directly related to the MSL profession and offered by professional societies, medical associations, higher education institutions, educational service companies or government agencies (subject to approval).</p>	<ul style="list-style-type: none"> • 1 credit per hour • 3 credits per half day • 6 credits per day • 12 credits maximum per multi-day event
<p>Completion of training program on topics related to the MSL Role. Courses or programs related to MSL profession or more broadly Medical Affairs offered by a qualified, recognized organization (subject to approval). Each course must include some type of assessment or evaluation process.</p>	<ul style="list-style-type: none"> • 1 credit per course hour • 12 credits maximum
<p>Completion of Academic Courses on topics related to the MSL Role. University courses related to the scope of practice of regulatory professionals. This may include coursework related to business management. Courses must be full quarter or semester courses.</p>	<ul style="list-style-type: none"> • 5 credits per semester, 3 credits per quarter • 10 credits maximum
Course Organizer, Faculty, Speaker - Max 10 Credits	
<p>Faculty, instructor or speaker at a training, educational program, or conference. Program must be directly related to the MSL profession offered by a *qualified, recognized organization (subject to approval). The program must require preparation of course materials or handouts in addition to presentation. Subject matter may include business and management functions.</p> <p>*Presentations at for-profit industry related conferences will not be considered for recertification.</p>	<ul style="list-style-type: none"> • 2 credits per hour of instruction
<p>Faculty or instructor of course offered by an accredited university or college. Course or program must be directly related to the MSL profession and offered by a qualified, recognized accredited university or college (subject to approval). The program must require preparation of course materials or handouts in addition to lecture. Courses that are repeated may not be included unless content has been revised.</p>	<ul style="list-style-type: none"> • 2 credits per hour of instruction 4 credits maximum per course • 6 credits maximum
<p>Poster Presentation at medical conference. A presentation may not be submitted for credit more than once (even if you presented it more than one time), includes preparation time Panel member or respondent on regulatory topics and issues panel not requiring preparation of course materials or handouts.</p>	<ul style="list-style-type: none"> • 1 credit per hour of presentation • 4 credits maximum



<p>Instructor or speaker on MSL-related presentations or training programs within your organization. If presentations are offered on a single topic throughout a year, list topic and total presentations for the year. This does not include presentations completed about company-specific information which is part of one’s paid position.</p>	<ul style="list-style-type: none"> • 2 credits per hour of instruction • 4 credits maximum
<p>Published Articles, Abstracts and Content– Max 10 Credits</p>	
<p>Article: a minimum of a 450-word article accepted and published in a journal (i.e., THE MSL). Topic must be related to the MSL profession.</p>	<ul style="list-style-type: none"> • 3 credits per article
<p>Brief editorial or column (less than one printed page) and/or Letter to the Editor related to MSL issues and published in a professional publication.</p>	<ul style="list-style-type: none"> • 1 credit each • 5 credits maximum
<p>Leadership in Relevant Professional Organizations-Optional</p>	
<p>Officer or board member.</p>	<ul style="list-style-type: none"> • 2 credits per year of service
<p>Committee or section chairman.</p>	<ul style="list-style-type: none"> • 2 credits per year of service
<p>Member of a committee, task force, council or other appointed group (Including MSL-BC®SMEs Item development and exam form development.)</p>	<ul style="list-style-type: none"> • 2 credit per year of service

It is the responsibility of each certificant to maintain records documenting contact hour activity. Forty (40) contact hours are required **every three years**. All contact hours must be related to the Medical Science Liaison role.

RECERTIFICATION AUDIT PROCEDURE

The MACC will conduct random audits of credential holders for CREDITS records or may do so upon a challenge. During the audit, the credential holder will be requested to provide evidence of professional development credits compliance that may include records, certificates or other evidence that substantiates CREDITS completion. Approximately 10% of all MSL-BC® credential holders can expect an audit of their CREDITS records. The process for those selected for audit is as follows:

Each certificant for audit will be selected randomly and will be required to submit copies of all related Credits. Documentation from seminars should include certificates from MACC approved professional development programs, written documentation of attendance by the instructor or supervisor is acceptable. The documentation needs to include:

- Name of participant
- Date of course



- Length of activity (in hours)
- Title of course
- A grade report if using academic credits
- If author of a book, a copy of the title page, number of pages and table of contents
- If authoring a chapter, a copy of title page and table of contents with chapter name and author.
- If published in a journal, a table of contents with title and author
- If an exam item writer, documentation from the editor or organization with the number of items and number within each content area
- Other supportive materials may include syllabi, course outlines, handouts or other course materials.

RECERTIFICATION APPEALS

Recertification Appeals (Other than Disciplinary or Ethical)

The MACC reserves the right to deny or remove a credential based on the holder's inability to remain eligible to maintain his or her credential for reasons other than disciplinary action (expired credential, inappropriate professional development materials submitted, non-payment of recertification fees, etc.) It is the responsibility of the candidate to submit the MACC Exception Request/Appeal Form (Attachment 3) and supporting documentation in the event the candidate does not meet the eligibility requirements for re-certification (Attachment 3). Once this form has been received by the MACC Certification Staff, the certificant can expect a written response in approximately thirty to forty-five (30-45) days.

A recertification appeal is reviewed by the MACC Certification Appeals Committee. The Committee notifies the candidate of their decision in written form. An appeal can be filed by submitting the MACC Exception Request/Appeal Form an appeal decision by the MACC Certification Appeals Committee is final and not subject to further appellate review.

Reinstatement of certification may be granted to an individual whose credential has been revoked for non-recertification. Reinstatement provides a previously designated MSL-BC® credential holder the opportunity to regain the credential provided all maintenance of certification and/or recertification requirements have been met. An individual whose credential has been revoked for non-recertification is required to pay an additional fee in order to be reinstated.

When an MSL-BC® credential is either withdrawn or revoked, either for non-payment or at the request of the certificant, there is no reinstatement allowed once the cancelation is processed.



ATTACHMENT 1

Code of Ethics for Medical Science Liaisons and MSL Leaders

Basic Beliefs

Professionals certified by the Medical Science Liaison Society Certification Committee shall:

1. Respect the basic human rights and the dignity of all patients and colleagues, without consideration of social or economic status, race, religion, age, sex, national origin, disability, personal attributes, nature of the health problem(s), or any other factors;
2. Protect the patient and significant others from harm and advocate for their welfare;
3. Maintain confidentiality of company and industry information, except when disclosure is required by law;
4. Utilize the most recent research and educational information as the basis for health care practices;
5. Maintain the knowledge and skills necessary for competent practice as a Medical Science Liaison;
6. Report known or suspected violations made by MSL-BC® professionals;
7. Demonstrate respect for the cultural and ethnic background of professional colleagues.

Code of Ethics

Professionals certified by the Medical Science Liaison Society Certification Committee must not:

1. Discriminate against patients and colleagues on the basis of social or economic status, race, religion, age, sex, national origin, disability, personal attributes, nature of the health problem(s), or any other factors;
2. Harm the patient and/or others in the performance of their professional obligations;
3. Engage in sexual harassment, disrespectful or abusing behavior in connection with professional duties;
4. Engage in substance abuse that could adversely affect my job performance or endanger co-workers;
5. Violate the confidentiality of company and industry information, except when disclosure is required by law;
6. Conceal or fail to disclose an actual or apparent conflict of interest;
7. Fail to maintain the knowledge and skills necessary for competent practice as a Medical Science Liaison;
8. Fail to report known or suspected violations made by MSL-BC® professionals;
9. Violate any applicable local, state, and federal laws, rules and/or regulations that promote public health, safety and welfare or violate any policies of the MSL Society;
10. Knowingly misappropriate, divert or use monies, personnel, property, or equipment belonging to others for personal gain or advantage;
11. Make false statements about a colleague or professional peer;
12. Plagiarize on another person's printed, audio or visual recordings or using presenting them publicly as original materials, including material that may not be governed by standard copyright laws and restrictions; or
13. Misrepresent my professional training and qualifications and knowingly permit, aid, abet or suffer the misstatement of my training and qualifications by others



ATTACHMENT 2

MACC Recertification Submission Form

PLEASE PRINT OR TYPE

First Name

Last Name

Phone

Email

Address

City State ZIP Code

Certification Number

RECERTIFICATION THROUGH EXAMINATION

- Exam Window: September _____
- Exam fee: \$ _____
- Admin fee \$ _____
- Total fees. \$ _____

Please Note: if you are recertifying by exam, STOP. Except for signing the form located on the last page, other information is required.

RECERTIFICATION THROUGH PROFESSIONAL DEVELOPMENT

How to submit your recertification application

- Complete the Recertification Application below.
- Photocopy your CREDITS validation forms.
- Determine appropriate recertification fees.
- Please allow 30 days to process your recertification.



Program (check all that apply)	Certificate #	Expiration Date
MSL-BC®		

CREDITS Category 1: Continuing Education and Training Activities - Max 20 Credits

Date of Activity	Title of Course/Activity	# of Credits

CREDITS Category 2: Course Organizer, Faculty, Speaker - Max 10 Credits

Date of Activity	Title of Course/Activity	# of Credits

CREDITS Category 3: Published Articles and Content– Max 10 Credits

Date of Activity	Title of Course/Activity	# of Credits

CREDITS Category 4: Leadership in Relevant Professional Organizations-Optional

Date of Activity	Title of Course/Activity	# of Credits



All recertification applications may take up to a 30-day processing time from the day they are received by the MACC. To ensure you are renewed by your expiration date, please plan ahead and submit your recertification at least 30 days before your expiration date. Failure to do so could result in your recertification not being available by your expiration date. Please email certification@themsls.org to start your recertification process.

Please submit recertifications to: certification@themsls.org

TOTAL RECERTIFICATION FEES

# _____ 1 Certificate at \$ _____	_____ \$ _____
Late Fee (if postmarked after your expiration date)	_____ \$ _____
Total Enclosed	_____ \$ _____

Payment:

Contact MSL Society via email: certification@themsls.org for invoice and payment link.

Signature

Date



ATTACHMENT 3

MACC Exception Request/Appeal Form

MACC EXCEPTION REQUEST / APPEAL FORM (Please print)	(TO BE COMPLETED BY THE PERSON MAKING THE REQUEST)
Date:	
Your name:	
Current street address:	
City/State/Zip:	
Daytime phone:	
Email:	
Nature of Appeal (Circle one)	1. Exam Eligibility; 2. Exam Performance; 3. Recertification
Details of the Request/Appeal Please describe your request in detail (attach additional sheets of paper if more space is needed).	

I understand that this exception request/appeal form will be reviewed by the MACC Appeals Committee and I will receive a letter from MACC informing me of the committee’s decision. I also understand that MACC’s policies regarding exception requests and appeal processes are provided in detail in the Candidate Handbook.

Signature of person making the request/appeal

Date

Please attach any documentation supporting your request/appeal that you want the MACC Appeals Committee to consider.

Please email the completed form and any attached documentation to: certification@themsls.org