

American Board of Podiatric Medicine

Policy Manual

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Section I Organizational Policies

SECTION I: ORGANIZATIONAL POLICIES

INTRODUCTION

Policy Authority:

In accordance with the Bylaws, Article VII, Section 1, of the American Board of Podiatric Orthopedics and Primary Podiatric Medicine, dba American Board of Podiatric Medicine, the Board of Directors has approved this document to enable the membership, elected and appointed officials and other organizations that have relationships with the American Board of Podiatric Medicine to understand the policies under which the organization operates.

Terms and Definitions:

Throughout these policies, use of the terms "member", "Board Qualified" or "Diplomate" refers to individuals within the members' organization. The designations "Board" and "ABPM" refer to the American Board of Podiatric Medicine, which is the specialty board recognized by the Council on Podiatric Medical Education's Joint Committee for the Recognition of Specialty Boards to certify in the specialty area of Podiatric Orthopedics and Primary Podiatric Medicine. The term "Board of Directors" (or BOD) refers to the governing body of the ABPM.

Parliamentary Authority:

The deliberations of the Board, Board of Directors and committees shall be governed by the parliamentary rules and usages contained in the current edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the Bylaws of the Board.

Discrimination:

The Board shall assure that its activities are undertaken without discrimination towards race, color, age, religion, creed, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation or gender.

Disabled Access:

The Board shall make reasonable efforts to schedule facilities for all meetings and/or examinations that are accessible to disabled participants.

Goal of the ABPM

To protect the health and welfare of the public through an ongoing process of evaluation and certification of the competence of podiatric physicians in the specialty of Podiatric Medicine.

Objectives of the ABPM

1. To create evaluation processes by ABPM diplomates that are free of bias, are valid and reliable, and in accord with accepted psychometric principles and practices; To establish and enforce standards relating to the advertisement of board certification and qualification by members.
2. To provide information regarding criteria for board qualification and certification to hospitals, health care organizations and other relevant groups deemed appropriate by the Board
3. To make available a list of members to the healthcare industry, podiatric medical community and the general public.
4. To facilitate affiliations with organizations that provide clinical content relevant to the specialty.
5. To collaborate with the Council on Podiatric Medical Education (CPME) in the development of standards and requirements for the evaluation and enhancement of postgraduate education programs
6. To provide representation to the relevant committees of the American Podiatric Medical Association (APMA) and other organizations as deemed appropriate by the Board.
7. To ensure that its activities shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Legal Counsel

The Board shall retain legal counsel. All requests from staff and from the BOD for legal assistance shall be referred to the Executive Director for coordination and disposition. The Executive Director shall consult with the President and/or the Executive Committee before engaging legal counsel on any new matter. Communications received by the ABPM or Board of Directors from governmental bodies, notices of suit, subpoenas or any other similar legal communications must be brought to the immediate attention of the Executive Director. All responses will be generated by the Executive Director in consultation with legal counsel where appropriate.

Diplomate Assistance

It is in the best interest of the Board and its Diplomates to assist in certain circumstances where the ABPM credentials appears to be discriminated against or is otherwise not accepted by third party payers, managed care organizations, hospitals or other health care organizations. While Board support or assistance may not be appropriate or possible in all such circumstances Funds may be allocated for the purpose of providing travel expenses and other appropriate reimbursements to individuals that the Board authorizes to assist diplomates for these purposes. These funds may be used at the discretion of the Board of Directors.

Personnel

The Board of Directors shall have the power to employ such personnel as it deems necessary to appropriately manage the affairs of the corporation and carry out its policies and objectives.

Eligibility for Retirement Plan

Regular employees of the Board are defined as the Executive Director and headquarters staff that receive W-2 wages from the Board and have appropriate taxes and deductions made from their paychecks. Only regular employees are eligible for any retirement plan of the ABPM (pension, 401K, etc.).

Executive Director Responsibilities

As per Article VIII, Section 11 of the Bylaws, the Board of Directors may appoint an Executive Director to serve as the chief executive and operating officer of the Board and shall determine the terms and duties of such appointment. The Executive Director's responsibilities include but are not limited to, the following:

- Serves as an ex-officio member of the BOD and all committees of the board
- Works with Board of Directors (BOD) to establish and carry out current and long range goals, objectives, strategies and operations, subject to approval of the BOD
- Reviews overall operations of the ABPM and analyzes the results as compared to operational objectives
- Takes steps to ensure that appropriate measures are developed to correct unsatisfactory results
- Advises BOD to ensure that operations are being executed in accordance with the organizations policies
- Works with Bylaws and Policy Committee to modify or establish policy, as required, to carry out board business
- Maintains an effective system of communication with the BOD, board committees and membership, directly and through other headquarters staff
- Provides advice, guidance and direction for the implementation of major plans, standards and procedures, consistent with established policies and BOD approval
- Plans, coordinates and oversees the daily operation of the ABPM directly and as delegated to headquarter staff
- Oversees the adequacy and soundness of the organization's financial structure with the concurrence of the Budget Committee, subject to approval of the BOD; Reviews activity reports and financial statements to determine progress and status in attaining objectives
- Plans and directs all investigations and negotiations pertaining to mergers, joint ventures, modification of investment portfolio assets with the approval of the BOD
- Represents the ABPM with members, examination candidates, the professional community and the public
- Monitors public relations projects designed to improve ABPM image and relations with members, candidates, employees and the public; advises Marketing Committee and BOD on progress of projects
- Oversees dates of BOD and committee meetings; oversees contacts with hotels at which meetings are held
- Prepares agenda for BOD meeting and conference calls; proofs meeting minutes

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- Oversees administration of MOC program
- Hires all support staff for the ABPM HQ; negotiates staff salaries, performs evaluations of staff; is responsible for the termination of staff in accordance with appropriate administrative standards
- Prepares required reports for CPME, and reports as requested by the BOD or board committees
- Attends meetings of the APMA Board of Trustees, House of Delegates (HOD), JCRSB; attends other liaison meetings as required or directed (e.g. RRC, CREC, and CPME); attends other meetings in which the ABPM has a marketing presence (e.g. NYPMSA, Midwest, Western, APMA National, etc.) as required or directed
- Acts as consultant to the Examination Committee (duties listed separately in that contract)
- Oversees administrative activities for the examinations
- Prepares activity report consistent with contractual duties and reports to the BOD on a monthly basis in summary bulleted listing
- Communicates with government and legal entities for maintenance of corporate trademark, name, logo and annual report
- Ensures that Directors and Officers (D&O), Executives and Officers (E&O) and other insurance policies are current and provide sufficient coverage for the activities of the BOD, committee and headquarters

Separate Duties:

At the discretion of the Board, the Executive Director may be contracted to perform separately identifiable services beyond the normal duties of that position (e.g. Examination Consultant) and be awarded additional compensation for same provided that such duties and compensation are clearly delineated in a contract or contracts independent of the Executive Director contract, per se.

Performance Monitors:

- Activity reports to the BOD as required
- Planning, coordination and execution of goals and objectives
- Effective communication with BOD, committees, and members
- Administration of meeting, examinations and headquarters (HQ)
- Timeliness of reporting to outside agencies, e.g. CPME, JCRSB, state and government

Conflict of Interest

The conflict of interest policy has been developed to ensure that individuals who act on behalf of the Board are motivated by its best interests and act in furtherance of its mission. Where real or potential conflicts arise they should be disclosed and dealt with in good faith. Specifically:

1. Persons nominated or appointed to positions of responsibility within the Board shall represent and warrant that they have no actual or potential conflict of interest, whether professional, financial or otherwise, with its goals and mission.
2. Persons holding positions of responsibility within the Board shall promptly disclose to the BOD any interests, relationships, transactions, or other matters that arise with the potential to create a conflict of interest.

Section I Organizational Policies

3. When a potential conflict of interest is disclosed, the BOD shall determine if it is material to the involved individual's ability to serve. If the BOD determines that an actual or potential conflict is material it may take one of the following actions:
 - a. require that the involved individual(s) decline any nomination or appointment, or resign from any position(s) to which the conflict is judged material or,
 - b. require such person(s) to recuse him or herself from participating in the particular situation(s) or decision-making process(es) to which the conflict is judged material.

Order of Business for the Annual Meeting of Members

The President will determine the order of business for annual meetings. The following is a guideline for the appropriate order of business:

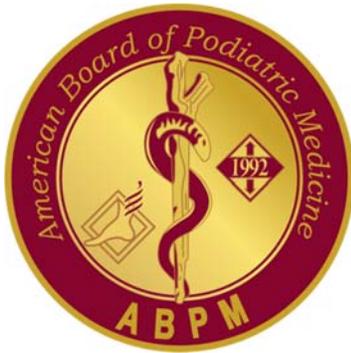
- a. Call to order by the President
- b. Roll call of Directors
- c. Adoption of Agenda
- d. Approval of Minutes
- e. President's report
- f. Officers and Directors report(s)
- g. Committee reports
- h. Executive Director's report
- i. Old Business
- j. New business

Order of Business for the Annual Meeting of Directors

- a. Call to order by the President
- b. Adoption of prior meeting's minutes
- c. Adoption of Agenda
- d. President's Report
- e. Officers and Directors Reports
- f. Committee Reports
- g. Executive Director's report
- h. Old Business
- i. New Business

An Executive Session may be called at any time at the prerogative of the President.

Corporate Seal (Trademark)



Relationships with Other Organizations

At times the interests of the Board may be furthered by its participation or membership in other organizations. Accordingly, individuals may be designated to represent the Board's views and positions to other organizations, in specific areas or in a more global context. Such representation may range from making presentations on the Board's behalf to making position statements to voting in the Board's name. Such individuals must be designated by the President and shall report in writing all actions taken in the Board's name. Commitment of the Board to specific policies, courses of actions, or expenditure of resources must be ratified by the BOD before becoming binding.

Use of the ABPM Directory and Website

The ABPM Directory and website or any portion thereof may be made available to a person, business or organization for purposes of solicitation, dissemination of information, etc. when in doing so it would be beneficial to the Board's membership.

A member's information will not be available for such purposes unless the member informs the ABPM in writing to the contrary (i.e. opt in).

The information is also available at the ABPM web site to those who search the ABPM directory using a specific member's name. Information provided to third parties under this section may not be used for any purpose other than that which has been authorized. A copy of the correspondence requesting the directory will be maintained in the headquarters office. The BOD has authorized the Executive Director to act on such requests. An appropriate fee may be charged for access to directory information.

Reporting Certification Status

The ABPM will report through the verification section titled "Verifications, Health Plans & Other Organizations" on the ABPM website the date of when the Diplomates first acquired certification, the date when the Diplomat enrolled in MOC, and the date of MOC compliance and date of expiration of certificate.

The ABPM reserves the right to convey such notification status by mail, email or other forms of communication upon written request from interested third parties.

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ABPM Confidentiality Policy:

Diplomate Information:

The ABPM considers the certification status of its Diplomates to be public information and reserves the right to convey such information to interested parties.

The ABPM reserves the right to publish aggregate data concerning examination performance and other assessments within its purview. The ABPM will not identify specific individuals, hospitals or other entities. The confidentiality of any patient information will be respected at all times and the ABPM will act in accord with HIPAA rules and regulations.

Board of Directors & Committee Members Information:

Discretion and confidentiality with respect to all Board activities is required of Directors, committee chairs, members and others acting in concert with or on behalf of the Board. Signed confidentiality agreements acknowledging this are required of all such persons annually.

Books and Records

Any member, or member's agent acting on the written request of said member, may inspect the following books and records for any proper purpose at any reasonable time through mutually convenient prior arrangement:

Committee Schedules, Financial Records, General Correspondence, Meeting Minutes, Promotional Materials. The Policy Manual, Bylaws and Membership Directory are posted on the ABPM web site.

Communications

All Board related electronic communications should include a Confidentiality Notice

Security of Board Documents

Policy regarding security of electronic files and Internet-housed documents and files is specified in a separate document entitled "Cyber Security".

Emergency Plan for Sentinel Event

Policy and procedure related to a sentinel event that may affect the function of Board Headquarters is specified in a separate document entitled "Emergency Policies and Procedures"

SECTION II: FINANCIAL POLICIES

Investment goal and policy:

The general investment goal of the American Board of Podiatric Medicine (ABPM) is to achieve a long-term rate of return that will:

- a. Allow it to satisfy any distribution requirements, meet current expenses and offset the impact of inflation.
- b. Assets shall be invested in accordance with sound investment practices that emphasize long-term investment fundamentals.
- c. Portfolio assets will be invested with the care, skill, prudence, and diligence such that a prudent investor acting in like capacity and familiar with such matters would use in the investment of a like fund.
- d. Investments shall be diversified so as to minimize the risk of large losses. To accomplish these goals, the Board of Directors may choose to employ one or more investment managers or advisors.
- e. The portfolio, including its composition and overall performance, will be reviewed no less than annually by the board and any investment advisors employed by the board to assist with such matters.

Financial Authority

Fiscal Year:

The fiscal year shall run from January 1 through December 31 of each year. All membership related assessments, such as re-registration fees, examination fees and special assessments will be on a fiscal year basis. All revenues from other sources will be reconciled in the fiscal year during which they accrue.

Annual Budget Process:

The Executive Director and the Budget Committee will work together to develop an annual budget for presentation to the Board of Directors for approval. The budget will be structured to allow fiscally responsible management and, when possible, growth of Board funds. If in advance of, or during, the course of the fiscal year a negative budget variance occurs the Executive Director and Treasurer will advise the BOD and a revised budget shall be developed and approved. In addition the Board will maintain adequate reserve funds to insure against unforeseen circumstances. Following budget approval by the Budget Committee and adoption by the Board of Directors, the Board may not spend funds in excess of budgeted amounts without approval by the BOD.

Checking Account Authorizations:

The authorized signers on Board checking accounts shall be the Executive Director, Treasurer and President. Checks in the amount of \$5,000.00 or less may be signed by any authorized signer; Checks in excess of \$5,000.00 require only one signature, but must have prior approval of at least two authorized signers.

Revolving Credit Authorizations:

The authorized signers on Board credit cards shall be the Executive Director, President and Examination Chair. The Examination Chair shall only authorize charges related to the Examination Committee. The Executive Director shall review the revolving monthly credit card statement, with staff as required, and indicate proper allocation of expenses. This shall be forwarded to the Treasurer for confirmation and payment, and to the bookkeeper for reconciliation to budget.

Contractual Agreements

Consistent with Article X, section 1 of the ABPM Bylaws, the Executive Director shall have the authority to execute and authorize contracts and purchases on behalf of the Board as approved or directed by the Board of Directors. Existing contracts should be periodically reviewed for the purpose of cost evaluation. Services provided without written contracts will also fall under this guideline. In carrying out this license for any new vendors, requests for proposals (RFPs) will be sent out to a minimum of 3 vendors for any service or product that will exceed \$7,500 in cost. Should one vendor be selected over another, that exceeds the lowest bid price by more than 25%, then that recommendation must be forwarded to the Treasurer for review prior to the completion of the contract or service agreement. Copies of all contracts or agreements executed on behalf of the Board will be made available to the BOD on the Board's web-site or upon request.

Independent Audits and Operational Reviews

The Board has a fiscal responsibility to collect, maintain and spend its funds in a prudent fashion. Prudent stewardship requires establishing sound internal financial review procedures to accomplish this objective. The Board will obtain an operational review of its fiscal activities by a licensed CPA as specified in CPME documents. The Board shall also obtain an independent audit by an outside CPA no less frequently than every third year.

Examination Fees

The Board of Directors shall determine the amount of all fees for the examinations. These fees must be paid in full prior to participating in the examination process.

Expense Reimbursement Guidelines

General Policy:

This statement of policy has been prepared in order to establish consistent standards and guidelines for reimbursement of expenses related to business conducted on behalf of the Board. It is intended as a guide, both for those authorized to approve expense statements, and for those seeking reimbursement.

No expenditure by an individual shall be reimbursed in any case where the direct disbursement by the Board of that item would not be permissible under other policies, as a matter of law, or IRS regulations.

Individuals will be reimbursed both for travel days to and from meetings, as well as the actual meeting dates (where meetings cannot otherwise be accomplished on the same day of travel).

Individuals are expected to utilize their best judgement where travel can be accomplished on the same day of a meeting (i.e. a morning flight for meetings beginning at noon or later, and an evening flight for meetings ending at 5pm or earlier).

Coordination of Expenses:

The Board will reimburse the individual for the amount expended for Board business only. Individuals who elect to stay beyond the requisite time for board business are personally responsible for those associated costs. Should the individual elect to include a guest for a board event or all-inclusive meeting, the individual will be responsible for the associated costs. Headquarters will advise the individual of the portion required.

Ground Transportation and Related Expenses:

Individuals are expected to utilize their best judgment in arranging for cost-effective and reasonable ground transportation. The use of rental cars is acceptable if it benefits the Board, i.e. wherein multiple individuals are traveling together. The use of personal cars will be reimbursed at the current IRS rate for transportation to and from points of departure, i.e. airports, train stations, etc. Should the individual choose to drive to the event, mileage and/or ancillary costs (e.g. tolls, fuel, etc.) will also be reimbursed not to exceed regular coach airfare. If driving to an event in lieu of air travel the individual must provide a screen capture of the comparative coach airfare to accompany the expense report. The Board will reimburse the individual the lesser amount shown. Questions regarding this policy should be directed to Headquarters staff.

Airfare:

Individuals are expected to utilize their best judgment in booking air travel sufficiently in advance to secure a favorable fare. The Board will reimburse coach airfare up to a maximum of \$850 without prior approval by the Executive Director. The Board recognizes that unforeseen circumstances may force an individual to change their travel plans on short notice, resulting in a change fee. In such circumstance, the individual is expected to document the reason for the increased expense in order to receive reimbursement. Any fees generated for the convenience of the traveler will be at the traveler's expense.

Hotel Room:

Lodging is typically pre-arranged by Headquarters' staff for ABPM-specific travel. The Board is aware that individuals may be covered concurrently by other entities for work performed at conferences in which multiple groups are meeting. In such circumstance, a coordination of compensation is required. Individuals should advise headquarters staff in advance of their multiple involvements so that appropriate reimbursement for ABPM related expenses can be made.

Aside from hotel booking by headquarters, individuals who choose to pay room and tax on their personal credit card to take advantage of travel incentives may do so. They will be eligible for reimbursement at the standard group room rate.

When commuting from home to and from a meeting no allowance for lodging is made. If however, individuals agree to house other meeting attendee(s) during the course of a given meeting, they are entitled to \$100 per night per person lodged. In such circumstance, the Expense Report should include an explanation confirming the committee member(s) involved, and the amount under section 10 (Miscellaneous expenditure).

Meals and Incidentals:

Meals and incidentals outside of group functions are included in the Board's daily per diem rate and are not separately reimbursed.

Spouses/Guests Reimbursable Expenses:

At the discretion and prior approval of the BOD or committee Chair(s) guests may be invited to functions at the expense of the Board. Spouses and significant others not otherwise not approved may attend at the expense of the member.

Miscellaneous Expenses:

Miscellaneous/other expenses incurred as a result of authorized travel on behalf of the Board will be reimbursed where deemed appropriate by the Executive Director. If necessary, questionable expense item(s) will be referred to the Treasurer for final determination.

Accounting for Expenses:

Request for reimbursement of approved expenses incurred shall be made on the Board's "Expense Report", or a pre-approved electronic form with adequate detail. Expense reports **MUST BE** submitted within sixty (60) days of the event attended. Receipts must accompany expense reports for all individual expenses of \$25.00 or more. **EXPENSE REPORTS RECEIVED MORE THAN SIXTY (60) DAYS FOLLOWING THE EVENT ARE SUBJECT TO DENIAL OF REIMBURSEMENT.**

SECTION III: MEMBERSHIP POLICIES

Code of Ethics

Members are expected to adhere to the code of ethics espoused by the APMA. This code is available at the following URL: www.apma.org

Note: Membership in the ABPM is independent of, and not predicated upon, membership in other professional organizations.

Annual Dues Re-registration Requirement:

The Board of Directors shall establish the annual re-registration fee. Such fee shall be due and payable by February 1st of each calendar year. Annual re-registration fees are due postmarked within 60 days of the date appearing on the first notice. Payments received after that date will incur a late fee determined by the Board.

- A. With the exception of individuals noted in section B, an annual re-registration fee (dues payment) is required of all active members, including Founders and Emeritus-Diplomates with 25 or more years of membership are subject to a 50% reduction of their annual re-registration fee. Diplomates granted Emeritus status prior to 2007 are exempt from re-registration fees.
- B. A Diplomat who:
 - a. has completely retired from active practice, or
 - b. who is not actively deriving any portion of their income from the profession of podiatry

shall not be required to pay re-registration fees but shall continue to be considered a Diplomat. A Diplomat must provide appropriate verification of retirement, inactivity, or disability, to the Board of Directors for their review and approval, following the rules of retirement or life membership qualification of the APMA. Diplomates who are disabled or inactive in podiatry must provide verification of such status to the board on an annual basis.

Continuing Education:

Diplomates shall participate in continuing education programs to maintain their competence and to increase their knowledge in the art and science of primary podiatric medicine and podiatric orthopedics in an ongoing fashion. Beginning in 2013 all Diplomates must provide documentation of their CME's, which must be validated by Board HQ before they will be accepted. All Diplomates, except those who are retired, inactive or disabled, shall certify that they have completed no less than 250 continuing medical education credits during their current certification cycle. Diplomates therefore have a goal of completing 25 CME per year, but may vary from year to year as long as their cumulative number of CME does not fall below the cumulative goal, e.g. 75 CME over 3 years, 100 CME over 4 years, etc. Diplomates who fall below the cumulative goal for more than two years in succession will be advised of such and must make up the deficiency the following year.

In addition, Diplomates may not bunch their CME in a short period of time and then fail to acquire CME thereafter, even if their cumulative number meets or exceeds the cumulative goal.

Details regarding the continuing education policy are in the Re-credentialing Information Document.

Board Qualified members are required to report their earned CME units annually.

Requirements for Board Qualification and Board Certification

To Achieve Board Qualification:

Eligibility:

Candidates completing PMSR or PM&S programs may sit for the board qualification exam only at the conclusion of their final residency year. Individuals holding older residency certificates (e.g. from PPMR, POR or PSR programs) must have completed the CPME-approved minimum requirement for residency training, inclusive of either a PPMR or POR program. Note: A RPR/PSR training sequence does not fulfill the criteria for application.

A. For candidates completing their residency training in 2015 or thereafter:

Candidates **MUST TAKE** the board qualification examination **WITHIN 5 YEARS OF COMPLETION OF THEIR RESIDENCY TRAINING**. Individuals who do not attempt to achieve Board Qualification within this time period will not be eligible to participate in the examination process thereafter.

Candidates who meet the above requirement but do not pass the qualification examination within five years will be granted an additional five years of access to the examination process, with the following stipulation:

Candidates who do not achieve certification within five years from first attaining Board Qualified status; they must apply for full certification and pass both Part I (qualification examination) and Part II (certification examination) within the same examination year.

Candidates **MUST** achieve certification with the ABPM within 10 years from the time of completion of residency training. Applications for examinations will not be accepted thereafter.

B. For candidates who completed 36 months of eligible residency training prior to 2015:

2018 marks the last year in which new applicants with 2 years of eligible residency training have access to the board certification process.

Candidates who hold board qualified status and passed the case review process by 2018 are eligible to continue the ABPM board certification process through 2020.

Candidates who attempted the 2018 board qualification examination and failed are still eligible to sit for the 2019 examination but must apply for both parts 1 and 2. Candidates who meet these requirements will be granted an additional 4 years of access to the certification process. Candidates will not be granted board qualification classification even if part 1 of the examination process is passed.

Candidates who do not attempt Part 1 by 2018 must apply for both Part 1 and Part 2 in 2019. Candidates who meet these requirements will be granted an additional 4 years of access to the certification process. Candidates will not be granted board qualification classification even if part 1 of the examination process is passed.

Failure to adhere to the above policy by the 2019 examination cycle will result in forfeiture of the individual's eligibility to participate in the examination process thereafter.

C. For candidates who completed 24 months of eligible residency training:

Candidates with 24 months of CPME-approved residency training who pass the qualification examination have until 2020 to achieve board certification. Should their board qualified status or case documentation eligibility expire prior to 2018, these candidates may reapply but must become board qualified and have cases on file by the end of the 2018 exam cycle.

Failure to adhere to the above policy by the 2018 examination cycle will result in forfeiture of the individual's eligibility to participate in the examination process thereafter.

Duration of Board Qualified Classification

With the exception of the restriction placed on candidates with 24 months of eligible residency training as noted in item C above, all other candidates who pass the qualification examination are granted Board Qualified classification for a period of 5 years. Candidates who fail to achieve certification by their fifth year will relinquish said classification. Board Qualified members who enter CPME-approved fellowship training will be granted an extension of said classification for each documented year of CPME-approved fellowship training. Individuals must contact headquarters to advise staff of their fellowship training.

To Achieve Board Certification:

- Have achieved board qualified classification with the ABPM
- Provide documentation of a minimum of 36 months of clinical experience and/or education, inclusive of residency training, and
- Candidates with 36 months of residency training consisting of PMSR, PM&S-36, PM&S-24 plus PPMR or POR, or older 36-month combinations inclusive of a PPMR or POR may sit for the certification examination **without** submission of case documents.
- Pass the certification examination

Classes and Categories of Membership

General:

There shall be two (2) classes of members:

A. Board Qualified and B. Diplomate.

Diplomates may be grouped into one of the following categories: Regular, Emeritus and Founder.

Within each category members may be assigned one of the following status' based upon their circumstances: Active, Inactive, Retired, Disabled, Suspended, Special*.

(*Conferred at the discretion of the Board of Directors.)

Class:

The definition of each membership class is as follows:

A. Board Qualified: a podiatrist who:

1. has graduated from a College of Podiatric Medicine approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association, and
2. maintains in good standing an active license to practice podiatric medicine issued by at least one appropriate medical board and/or governmental agency in which the Diplomate has a license, and
3. has successfully completed the requirements of the board qualification examination.

B. Diplomate: a podiatrist who:

1. has graduated from a College of Podiatric Medicine approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association, and
2. maintains in good standing an active license to practice podiatric medicine issued by at least one appropriate medical board and/or governmental agency in which the Diplomate has a license, and
3. has successfully completed the requirements of the board certification examination.

Candidates for the board qualification examination may take the examination prior to their obtaining full licensure as indicated in #2. They will not be granted Board Qualified status, however, until such licensure is obtained.

Categories:

The definition of each membership category is as follows:

1. **Regular:** A member who does not otherwise meet the definition of Founder or Emeritus
2. **Founder:** A member of the founders groups of the following organizations, as specified in the original petitions for recognition by the Council on Podiatric Medical Education:
 1. American Board of Podiatric Orthopedics
 2. American Board of Primary Podiatric Medicine
 3. Association of Residency Directors of Primary Podiatric Medicine
3. **Emeritus:** A member in good standing for 15 consecutive years, having attained the age of 65 years by 2007, or an active/special member in good standing for 25 consecutive years.

Status:

The definitions of membership status are as follows:

1. **Active:** Engaged in, and deriving income from, the profession of podiatric medicine.
 - a. Traditional – actively involved in direct patient care
 - b. Atypical - A Diplomate whose career path is atypical (e.g. largely or exclusively administrative, educative, etc.) and does not meet the criteria for another status.
2. **Disabled:** Disabled as defined herein means that the member can adequately document a medical disability that precludes their ability to temporarily practice the profession of podiatry for a period not to exceed one year.
3. **Retired/Inactive:** A member no longer engaged in clinical practice who derives no income from podiatric medicine or can document permanent disability.
4. **Suspended:** A member who has failed to pay annual re-registration fees by the prescribed deadline

The suspended member will receive the following language:

WE REGRET TO INFORM YOU THAT AT THIS TIME YOUR MEMBERSHIP HAS BEEN SUSPENDED. Failure to respond to this notice by (date inserted here) will result in the REVOCATION of your status with the Board.

Examinations

Notice of the board qualification and board certification examinations shall be made in appropriate venues at least six months in advance of the examination date. Such notice shall provide information regarding the time, place, and date that is fixed by the Board of Directors for the examination.

Notice of the In-training Examination(s) shall be made to the resident, residency director and program administrator.

Content:

Examinations for board certification and board qualification shall be comprehensive and include a broad scope of questions on appropriate content areas in primary podiatric medicine and podiatric orthopedics. Subject areas may include:

Laboratory studies

- Hematology, blood chemistries, coagulation studies, urinalysis
- Serology/immunology, synovial fluid analysis
- Toxicology/Drug screens
- Blood gas analysis
- Microbiology
- Anatomic and cellular pathology

Public Health

- Behavioral Science
- Professionalism (legal and ethical obligations)
- Research and biostatistics

Internal Medicine

- Endocrine
- Cardiology & Pulmonology
- Hematology & Oncology
- Gastroenterology
- Infectious disease
- Systemic
- Lower extremity (soft tissue and bone infections)
- Nephrology & Urology
- Neurology
- Electrodiagnostic studies
- CNS disorders
- PNS disorders
- Rheumatology

Medical Subspecialties

- Dermatology
- General dermatology
- Lower extremity dermatology
- Pain Management
- Physical Medicine and Rehabilitation

Wound Care

- Evaluation
- Principles (including debridement, offloading, dressings)
- Adjunctive therapies (including NPWT, HBOT)
- Procedures

Emergency Medicine

- General emergencies
- Lower extremity emergencies

Anesthesiology

- Preoperative evaluation and risk assessment
- Local anesthesia
- General, spinal, regional anesthesia

Podiatric Surgery

- Surgical indications
- Identification and management of complications
- General Surgery and Subspecialties
- Perioperative management
- General surgical principles
- Vascular diagnostics and management

Results:

Examination results are posted on a secure area on the ABPM website, accessible only via candidate login utilizing their unique candidate ID number. Verification of candidates having opened and viewed their results is verified by headquarters staff via a website-generated report. The Board no longer communicates examination results to candidates via conventional mail.

Re-examination:

Applicants completing their residency training in 2016 or thereafter must attempt board qualification within 5 years of completion of residency training.

- If board status is not achieved within the first 5 years, candidates may continue to apply for full certification (Part 1 and 2) for an additional 5 years BUT:
 - in the second 5 year period, candidates must pass both Part 1 and 2 within the same examination year. Board qualified classification will not be conferred
- Candidates must achieve certification with the ABPM within 10 years from the time of completion of residency training

Irregular Behavior During Any Exam And Penalties For Such Behavior:

The ABPM's objective is to provide a fair and equitable process for examinees to demonstrate their competence. Thus, examinations are administered at secure sites, with observation by administrators who are responsible for maintaining the integrity and security of the examination process. Administrators are required to report any and all observations of suspected irregular behavior to the ABPM. Examples of irregular or improper behavior include but are not limited to giving or obtaining information of any kind, providing any information about the examination itself whether orally or in writing examination questions with the intent to later transmit such information about examination content to other examinees, bringing unauthorized items, including cameras, portable, scanners, cell phones or other such electronic devices into the examination that could be used to transmit or record examination content, or failing to comply with instructions of administrators, including but not limited to examination instructions, time limits, etc. Unauthorized talking or other disruptive behavior may be grounds for dismissal during an examination. Examinees agree that they will not reconstruct examination content from memory, by dictation, or other means and will not discuss examination content with others. Examinees acknowledge that disclosure or any reproduction of ABPM examination content constitutes professional misconduct and may expose them to criminal and civil penalties. Such behavior may also result in ABPM's invalidation of examination results, exclusion from future examinations and other sanctions.

ABPM reserves the right to employ techniques involving statistical analyses of test response data to identify fraud, cheating or other violations of policy.

Required Competence in Technology To Take The Exams:

The ABPM requires its candidates and diplomates to possess sufficient skills in information technology, including the use of computers, the Internet, and e-mail, for correspondence and completion of examinations, on-line modules or case submission.

Examination Administration - Errors or Disruptions

The ABPM, in its best efforts, and based on the best information available to it, makes academic and scientific judgments during evaluation of the results of candidates' examinations and other assessments. From time to time, through no fault of the candidates or the ABPM, certain results may be deemed unreliable in the judgment of the ABPM. Therefore, candidates agree that if ABPM determines, in its sole discretion and judgment, that any result is invalid or unreliable, candidates may be required to retake such examination at a place and time determined by the ABPM. The ABPM shall not be liable for any inconvenience, expense or other damage caused by any problems, to any candidate. No ABPM policy or standard shall be waived, amended or altered as result of such circumstance.

Re-evaluation of Diplomates

Ongoing evaluation of Diplomate competency:

All ABPM Diplomates including those enrolled in the Maintenance of Certification program must agree that their professional qualifications, including their moral and ethical standing within the profession, their competency in clinical skills, and any other similar requirements as determined solely by the ABPM from time to time, will be evaluated by the ABPM, or its agents.

The Diplomate must agree to adhere to the good faith requirements of the ABPM, which may be modified from time to time in its sole discretion.

Administrative judgment made by the ABPM will be in writing and considered final.

The ABPM reserves the right to fully confirm any and all information contained in any Diplomate documentation and/or supporting materials including but not limited to contacting references, persons, individuals or agents representing the licensing bodies, hospitals or other institutions as the ABPM in its sole discretion may deem appropriate.

All Diplomates must understand and agree that the ABPM has the right to provide information it has obtained in this process to other parties whom the ABPM in its sole discretion has determined to have legitimate need for such information.

All active Diplomates must meet the re-evaluation requirement, including Founders and Emeritus, with the following exceptions:

- Diplomates who have already attained 60 years of age (including Founders and Emeritus) by 2006 remain exempt from the 10-year re-credentialing requirement
- Diplomates who are Retired are exempt from the requirement
- Diplomates who can document permanent disability from the ability to practice the profession of podiatry are exempt from the re-evaluative process.
- Diplomates who are disabled or are inactive may have the re-evaluation requirement extended based upon appeal to the Board of Directors.

As of 2007 self-assessment is required of active Diplomates, regardless of age, who hold lifetime certificates and who are in the 10th year of their re-credentialing cycle.

As of 2011 Lifetime certificate holders may continue to re-credential through the self-assessment examination specified in the Re-credentialing Information Document, or may elect to enter the Maintenance of Certification (MOC) process as described in the Re-credentialing Information Document.

Categories For Re-Credentialing

A. Maintenance of Certification:

Certificates issued by the ABPOPPM in 1994 and thereafter are time-limited and valid for 10 years from the time of issue.

Diplomates holding time-limited certificates who were certified between 1994 and 2010 will be enrolled in the MOC program at the conclusion of their current certification period, unless they elect to enroll sooner.

Diplomates achieving board certified classification from 2011 and thereafter are enrolled in the MOC program at the time of certification. Their recredentialing cycle begins in the year immediately following their enrollment.

Upon Board approval, Diplomates who suspend practice to undergo additional residency and/or fellowship training will be granted an extension of their MOC requirement for the duration of said training. At the discretion of the diplomate, their status may be changed to “inactive” during the training period, in which case they are exempt from annual re-registration fees.

B. Self-assessment:

Diplomates holding lifetime certificates (certificates issued prior to 1994) must re-credential every 10 years. Re-credentialing may be accomplished through the self-assessment examination or voluntary enrollment in the MOC program. Lifetime certificate holders who voluntarily enroll in the MOC program may opt out of the MOC program at any time and still retain their right to meet re-credentialing requirements including the Self-assessment Examination. Lifetime certificate holders who fail to meet the re-credentialing requirement via self-assessment or who do not enroll in the MOC program by the 10th year will have their Diplomate classification revoked. Diplomates may elect to self-assess or enroll in the MOC program before their 10th year of certification.

Detailed information regarding the re-credentialing processes and requirements is published in the Re-credentialing Information Document.

Diplomate Certificates

A suitable certificate bearing the seal of the ABPM shall be inscribed for each candidate who satisfies the requirements for certification. Such candidates shall be certified as Diplomates of the American Board of Podiatric Medicine. The certificate shall remain the property of the Board and shall be returned to the Board if for any reason the certified classification of the member has been revoked.

Diplomates certificates issued in 2012 and thereafter will bear the name American Board of Podiatric Medicine. All prior certificates, bearing the name American Board of Podiatric Orthopedics and Primary Podiatric Medicine, remain valid certificates, and do not require substitution as a result of the dba American Board of Podiatric Medicine.

Advertising Board Certification

A Diplomate of the ABPM must adhere to the following advertising guidelines:

Only the following statements are acceptable for this purpose:

1. Diplomate, American Board of Podiatric Medicine
2. Board Certified, American Board of Podiatric Medicine
3. Certified American Board of Podiatric Medicine

The organization's initials (ABPM) may be substituted for the full name.

For Diplomates holding a Certificate of Added Qualification, the following advertising guidelines apply:

- Diplomate with Certificate of Added Qualification in Amputation Prevention and Wound Care
- CAQ in Amputation Prevention and Wound Care

Advertising board qualified classification is prohibited.

The Board of Directors shall have the authority to revoke a member for failure to adhere to the advertising guidelines.

Note: The CAQ in amputation prevention and wound care is issued solely by the ABPM to its diplomates. The Joint Committee on Recognition of Specialty Boards (JCRSB) of the Council on Podiatric Medical Education recognizes the certification process of the ABPM but has not developed a recognition process for certificates of added qualification. Therefore, at this time the ABPM's recognition by the JCRSB does not extend specifically to the CAQ.

Use of ABPM Logo

Diplomates wishing to utilize the ABPM logo in advertising their certification with the board may do so without restriction so long as the advertising is otherwise consistent with Board policy and the APMA code of ethics. Interested Diplomates may obtain a Board approved image of the logo from the "members only" section of the Board's website. Only unmodified images of the exact form of the logo obtained from the website may be used in this connection.

Use of ABPM Board Certified Logo for Website

Diplomates are encouraged to use the logo on their website as they feel appropriate. The use of the ABPM Board Certified logo is intended to promote your classification as a Diplomate of the Board for patients, colleagues and the health care industry visiting your website.

Only ABPM Diplomates who carry active status are authorized to use the logo. Therefore, where group podiatric practice is concerned only the active Diplomate can have the logo accompany their name on the website, and the placement of the logo must clearly indicate which podiatric physician is an active Diplomate of ABPM.

Diplomates are encouraged to add a hyperlink www.ABPMed.org to the Board Certified logo. In this way, patients and credentialers may have immediate access to information about the ABPM.

Suspension and Revocation

Suspension:

Suspension classification will result from:

- a) failure to pay annual re-registration fees as described elsewhere in the policy manual
- b) failure to successfully re-credential within the prescribed time-limit as described elsewhere in the policy manual

The Board will convey information regarding members' classification, including suspension, to credentialing bodies requesting such verification.

In case "a)" members may be returned to active status after payment of the annual registration and late fees provided that such payment is postmarked or otherwise made within thirty days of being notified that their dues are in arrears (i.e., after the second notice). If payment is not received within this time frame, a final notice will be sent by certified mail to the last address on record with Board Headquarters.

In case "b)" members remain on suspended status until they either successfully re-credential or exhaust all applicable extensions granted by the Board.

Revocation:

Once revoked, reinstatement is subject to approval by the Board of Directors, and requires a reinstatement fee equivalent to the fee for the current board certification or board qualification examination, as is appropriate to the member's classification at the time of revocation.

The Board of Directors shall have the authority to revoke a member for the following reasons:

- A. failure to pay the annual registration fee plus any late fee by the date indicated on the final notice.
- B. conviction for an offense which causes the member's license to practice podiatry to be revoked in any state. Any of the following actions against a Diplomate's medical license may be cause for loss of diplomate status:
 - (1) Involuntary suspension by any appropriate medical board and/or governmental agency;
 - (2) Revocation by any appropriate medical board and/or governmental agency; or
 - (3) Voluntary suspension due to negotiated settlement with any appropriate medical board and/or governmental agency for a violation of a statute or accepted medical standards.
- C. failure to adhere to the requirements for re-evaluation as set forth in the "Re-evaluation of Diplomates" section of this document.
- D. misrepresentation of facts, or evidence of providing false information, in connection with the application for certification or other related documents.
- E. failure to adhere to the advertising guidelines as outlined in these policies.
- F. failure to adhere to the Code of Ethics as adopted by the Board of Directors.

Items A, B and C are cause for immediate revocation of status without benefit of a hearing. Items D, E and F are subject to revocation following a hearing.

Hearing

Prior to revocation of a member's classification under items D, E and F, the member shall receive written notice of the issues resulting in this action. The member shall be entitled to a hearing before the Board of Directors and may be represented by counsel. Thirty (30) days written notice of the hearing shall be given to the individual by registered or certified mail to their last known address. The hearing shall be held at the Annual Meeting of Directors, or at a special meeting called for that purpose. The decision of the Board of Directors shall be final.

Reinstatement

The Board of Directors' Credentials Committee has the responsibility to determine when or if evidence is sufficient to warrant reinstatement of a Diplomate or Board Qualified member and whether such reinstatement may require additional fees, examination or other evaluation of the applicant's professional competency. Such fees, examinations or other evaluations will be equivalent to the requirements for a member at the time of reinstatement. The Credentials Committee's findings and recommendations shall be made to the Board of Directors for its final approval.

Appeals and Complaints

The Board of Directors has several standing committees that deal with appeals or complaints from the membership. These include but are not limited to the Credentials Committee and Examination Committee.

Upon receipt of a formal appeal or complaint the following measures are taken:

- a. Board Headquarters determines the nature of the complaint or appeal and forwards it to the appropriate committee.
- b. Board Headquarters obtains sufficient background information and summarizes the nature of the issue for the respective committee.
- c. The summary, along with the primary communication and relevant documentation is forwarded to the committee members for review.
- d. The committee convenes at its regularly scheduled meeting or via conference call.
- e. A determination is made by the committee in accord with the policies set forth in this policy manual.
- f. Once a determination is made it is communicated to the member by headquarters staff

Reconsideration for Cause

- Any former member whose status with the Board has been adversely impacted may at any time request reconsideration for cause. "Cause" will be limited to two circumstances:
 - a) the Board acting improperly in violation of its Bylaws, or
 - b) the Board acting correctly on the best information then available to it, but which has subsequently been proven inaccurate.
- The fee for such reconsideration will be set from time to time by the Board and must be paid in full when reconsideration is requested.
- Former members who are granted reinstatement on the basis of reconsideration for cause

will have their reconsideration fees refunded and the usual reinstatement fee will be waived.

- The reinstated member's liability for dues that would otherwise have been paid between revocation and reinstatement will be determined on an individual basis depending on whether or not he or she continued to represent themselves as Board Qualified or Board Certified during the period of revocation.
- The reinstated member's remaining term of qualification or certification will be set equal to that at the time of revocation with the following caveat:
- Any reinstated Diplomate must re-credential in the first year after reinstatement if ten or more years have elapsed since last being credentialed by the Board

Circumstances not addressed by specific policy

All credential matters not addressed specifically in the policy manual shall be referred to the Credentials Committee for deliberation.

If the matter cannot be decided within the Credentials Committee, it shall be referred to the full Board of Directors