

CPME 209a

SPECIALTY BOARD ELIGIBILITY REQUIREMENTS

COUNCIL ON PODIATRIC MEDICAL EDUCATION

BOARDS SEEKING INITIAL RECOGNITION

The Council on Podiatric Medical Education (CPME) considers applications for recognition of applicant boards and from specialty boards that have had recognition denied or withdrawn. Because the CPME must be confident that a board has the authority, means, and resources to adequately support a specialty certification in podiatry, the following eligibility requirements have been established for boards applying for initial recognition or re-recognition. These requirements must be satisfied in order that an application for recognition may be considered.

The board applying for recognition has the burden of proving that it meets all eligibility requirements and that it can achieve compliance with the CPME recognition standards and requirements for specialty boards. The Specialty Board Recognition Committee (SBRC) and the CPME have the responsibility of ensuring that a board applying for initial recognition or re-recognition carries this burden of proof.

APPLICATION PROCEDURES AND PROCESS

- Boards seeking initial recognition by the CPME must first complete and submit an eligibility requirements application electronically to the CPME office.
 - The CPME will not consider an applicant's request for recognition unless all eligibility requirements have been addressed to the satisfaction of the SBRC.
 - In addressing the eligibility requirements, the applicant must respond to each eligibility requirement and include any supplementary documentation that the board believes is necessary to support its responses.
 - The CPME encourages applicant boards to contact CPME staff early in the developmental stages of the board in order that full assistance in understanding the CPME's eligibility requirements may be provided.
- CPME staff will review the eligibility application and determine if the application is complete. If the application is not complete, additional information will be requested with a specified due date.
- Following staff review, the eligibility application will be forwarded to the SBRC chair who will determine if the application is complete and ready for dissemination to the community of interest.
- The community of interest will be surveyed for a period of at least 60 days following the submission of a complete eligibility application to determine specialty area and the need for a specialty board.
- The SBRC will review the survey comments and the complete eligibility application within six (6) months.
- The SBRC will make a recommendation to the CPME. The CPME will review the

eligibility application, the comments from the community of interest, and the recommendation of the SBRC, and will make an approval decision.

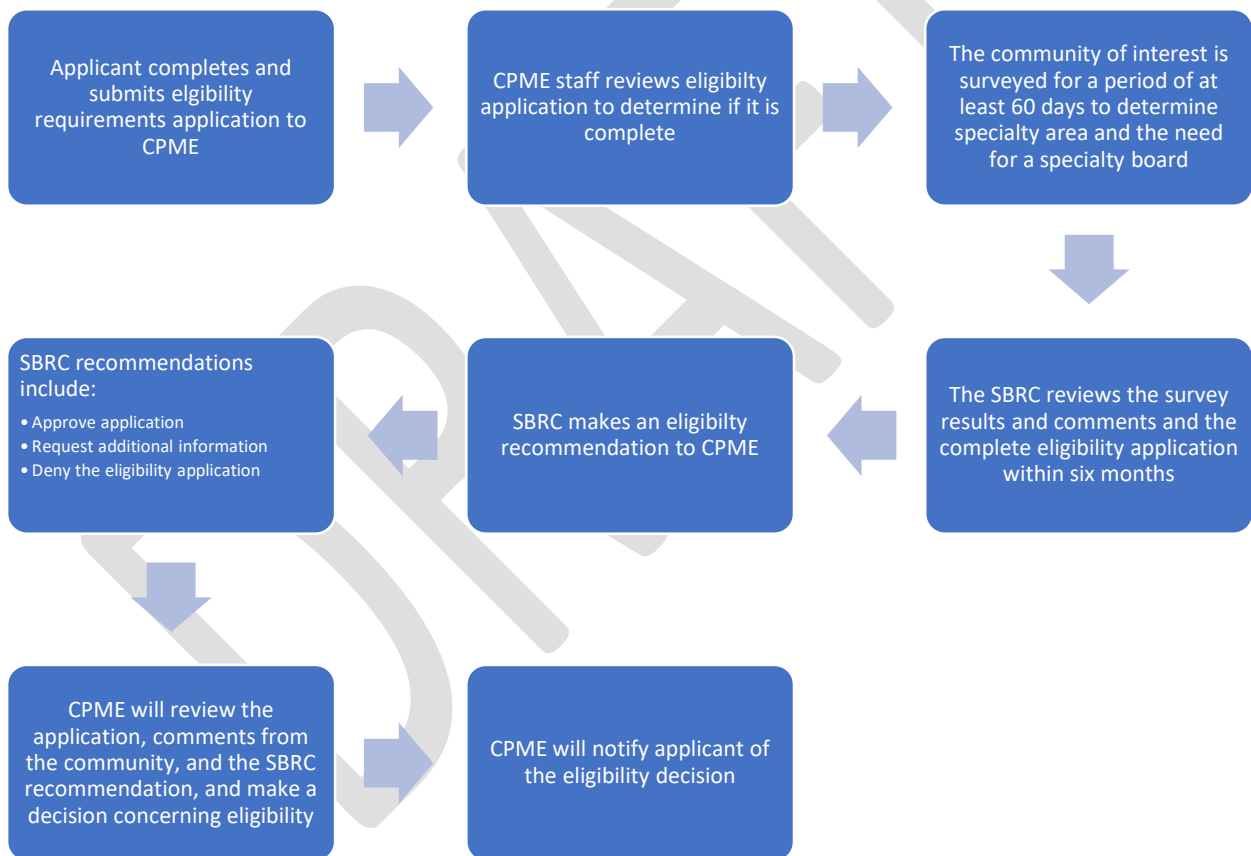
- The applicant board will be notified within 30 days of the CPME's decision.

SBRC recommendations and CPME decisions include:

- a) approve the eligibility application, allowing the board to proceed with submitting an application for recognition;
- b) determine that additional information is needed. If an eligibility application remains incomplete for greater than six (6) months, the eligibility application will expire and must be resubmitted; or
- c) deny the eligibility application based on a determination that the application does not satisfactorily address all requirements.

Denial of an eligibility application is not considered an appealable action.

Flow chart example of the eligibility application process.



REQUIREMENTS FOR RECOGNITION OF A NEW SPECIALTY BOARD

JUSTIFICATION OF NEED (Standard 1)

In order for an applicant board to become recognized as a podiatry specialty, it must meet the standards and requirements as written in CPME 220. **See CPME 220 for more information and specific requirements for meeting each standard.**

- Define precisely the scope and breadth of the specialty, including all aspects of clinical and nonclinical practice encompassed within the specialty area. (Standard 1.1.)
- Certify podiatric physicians in an area that will enhance and promote the health and welfare of the public and for which the public is unable to determine for itself whether practitioners have achieved certain specific qualifications, abilities, and skill. (Standard 1.2.)
- Certify podiatric physicians in an area that is characterized by distinct biological, sociological, environmental, psychological, and physiological approaches to prevention, diagnosis, treatment, and research. (Standard 1.3.)
- Award certification in a field of professional service that requires a body of knowledge and skills based upon advanced study and extended clinical experience. Evidence shall exist that podiatric physicians are devoting their professional commitment and endeavor to that specific specialty. (Standard 1.4.)
- Demonstrate that its certification process is widely accepted in the United States. (Standard 1.5.)

ELIGIBILITY FOR INITIAL RECOGNITION AS A SPECIALTY BOARD (Standards 2 and 3)

- Each special area of podiatric medical practice is defined by CPME and shall be characterized by the recognition of only one specialty board. (Standard 2.1.)
- Applicant boards seeking initial recognition shall be represented by a sponsoring organization whose membership is reflective of the proposed specialty. (Standard 2.2.)
- An organization must be in existence for a minimum of three years before bringing forth a proposal to seek recognition as a specialty board and must submit valid evidence that the specialty area
 - (a) contributes to new knowledge in the field
 - (b) actively contributes to professional education
 - (c) actively contributes to the research needs of the profession and
 - (d) demonstrates the specialty services would not be satisfactorily met except for the contributions of the specialty applicant (Standard 2.3.)
- The sponsoring organization shall establish the applicant board as an independent entity whose sole purpose is certification. (Standard 2.4.)
- The applicant board seeking recognition by the CPME must require advanced knowledge and skills that
 - (a) are separate and distinct from a currently recognized specialty
 - (b) cannot be accommodated through minimal modifications of a current specialty board
 - (c) directly benefit some aspect of clinical patient care and
 - (d) demonstrate the special knowledge and skills required for practice of the specialty to protect the health and welfare of the public (Standard 2.5.)
- The applicant board shall contribute to the development of postgraduate educational programs associated with a new specialty. (Standard 2.6.)
- Certification shall be within the scope of the applicant board. (Standard 2.7.)
- Establish procedures for allowing the certification (without examination) of individuals

who have been involved in the development of the special area of podiatric medical practice, i.e., the “founders”. These individuals shall not have longer than one year to apply for certification. (Standard 3.1.)

CPME 209b

SPECIALTY BOARD INITIAL RECOGNITION APPLICATION

COUNCIL ON PODIATRIC MEDICAL EDUCATION

APPLICATION PROCESS FOR INITIAL RECOGNITION OF A SPECIALTY BOARD

Once the eligibility application has been accepted, an application for initial recognition as a specialty board must be submitted electronically to the CPME office, accompanied by specified supplementary documentation and the application fee.

The initial recognition application must include such information and evidence as may be necessary to assure that the criteria for recognition are fulfilled:

- a. A cover letter that articulates the name of the applicant organization, official address of the organization, telephone number, and name and signature of the administrative officer of the organization.
- b. A statement of goals, purpose, and objectives of the specialty board, including a description of the public and profession’s need served by the certification process.
- c. A narrative account of the organization’s compliance with the standards and requirements identified in CPME publication 220. Each area must be accompanied by a full description of the organization’s plans or operations, demonstrating compliance. Merely to restate the standards and requirements and affirm compliance is not viewed to be a satisfactory response.
- d. Articles of Incorporation.
- e. Bylaws.
- f. Names and email addresses of the members of the board of directors.
- g. The sponsoring institution and/or the specialty board’s independent certified annual audit or independent operational review for most recent fiscal year.
- h. A three-year budget.
- i. Nondiscrimination policy.

- j. Requirements of education and training in the specialty area.
- k. Continuing education and competency requirements for diplomates.
- l. Requirements for founders (if applicable).
- m. Requirements for certification of individual candidates (including specialty board qualification/eligibility requirements if appropriate).
- n. Description of the practice analysis and the resulting content blueprint to be covered within the certification examination process with rationale for each area, including a sampling of types of examination items, and the scoring protocol.
- o. The name and credentials of testing services or agencies contracted to develop, administer, and evaluate the certification examination(s), if applicable.
- p. An examination policy that includes the following, but is not limited to, frequency of administration, information provided to failing candidates, reexamination policy, etc.
- q. Complaint and appeal policies.
- r. Certification document to be awarded to successful candidates.
- s. A process for continuous certification, and/or reassessment of diplomates.
- t. Policy for ensuring that diplomates truthfully advertise their certification status.
- u. A statement signed by the administrative officer of the applicant body, providing assurance that candidates for certification have not been solicited or accepted in anticipation of recognition of the specialty board.

The SBRC reserves the right to request additional information concerning the materials submitted, as well as the opportunity to meet with representatives of the petitioning organization.

APPLICATION REVIEW AND RECOGNITION ACTION

Review of the initial recognition application will be conducted by the SBRC. The review may include a conference with representatives of the applicant specialty board, either in person or via videoconferencing, at the board's own expense, to submit additional information about its application. The SBRC determines acceptability of the specialty board's initial recognition application at its next annual meeting unless the chair of the Committee or a majority of Committee members call for an additional meeting. Such additional meetings are subject to the approval of the CPME chair and are based upon a demonstration by the proposed board that it has established or has the potential for establishing a viable specialty certification program that,

when fully implemented, provides reasonable assurance of meeting the expectations for recognition.

Following review of a specialty board's initial recognition application, the SBRC will make a recommendation to the CPME to either:

- (a) approve the specialty board, with or without a request for additional information (progress report),
- (b) deny recognition, or
- (c) table the decision and request additional information. The SBRC and the CPME reserve the right to collect supportive data through any reasonable means considered necessary to facilitate a recognition action.

The CPME will review the specialty board's initial recognition application at its next meeting unless the CPME chair calls for an additional meeting via video or conference call. Once the CPME has finalized their decision, the applicant specialty board will be notified of the CPME action within 30 days.