

**American Board of Podiatric Orthopedics and
Primary Podiatric Medicine**

Policy Manual

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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, 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 Orthopedics and Primary 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 "ABPOPPM" refer to the American Board of Podiatric Orthopedics and Primary 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 ABPOPPM.

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 ABPOPPM

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

Objectives of the ABPOPPM

1. To create evaluations that are free of bias, are valid and reliable, and in accord with accepted psychometric principles and practices; that are created and tested by Diplomates who are geographically well represented and reflect a variety of practice settings within the specialty of Podiatric Orthopedics and Primary Podiatric Medicine.
2. To establish and enforce standards relating to the advertisement of board certification and qualification status by members.
3. To provide information regarding criteria for board qualification and certification to hospitals, health care organizations and other individuals and groups deemed appropriate by the Board, in addition to identifying board certified and qualified practitioners.
4. To provide information to the podiatric medical community and community-at-large regarding the ABPOPPM and the specialty of Podiatric Orthopedics and Primary Podiatric Medicine.
5. To support the educational endeavors of the American College of Foot and Ankle Orthopedics and Medicine (ACFAOM).
6. To collaborate with the CPME in the development of standards and requirements for the evaluation and enhancement of postgraduate education programs
7. To provide representation to the relevant committees of the American Podiatric Medical Association (APMA) and other organizations as deemed appropriate by the Board.
8. To ensure that its activities are conducted in accord with its policy of non-discrimination.

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 Committee 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 ABPOPPM 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 ABPOPPM 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 ABPOPPM (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:

Examination Sub-Committee:

- Obtaining and negotiating hotel contracts for meetings, including space planning and meal requirements.
- Attending meetings and assisting with the in-servicing of written and oral committee members in psychometric aspects of question development.
- Maintaining follow-up activities with the Chair and sub-section Heads regarding necessary edits and preparation of materials for future meetings and field tests.
- Assisting in selecting equating items for written examinations.
- Assisting in selecting final items for the oral and written examinations.

In-Training Sub-Committee:

- Obtaining and negotiating hotel contracts for meetings, including space planning and meal requirements.
- Interfacing with technical personnel in the development of computer-based learning and assessment modules.
- Assisting with the development of computer-based learning modules and assessment modules.
- Attending meetings and assisting with the in-servicing of committee members in psychometric aspects of question development.
- Maintaining follow-up activities with the Chair and sub-section Heads regarding necessary edits and preparation of materials for future meetings and field tests.

Re-certification / Self-assessment Processes

- Assisting in selection of self-assessment questions from the item pool and preparing them for field testing.
- Assembling self-assessment examinations and forwarding them to the Committee Chair for final approval.
- Coordinating with the Webmaster in preparation for the examination to be placed on-line.
- Assisting in logging of reviewer assessments of Diplomate case documents.

Headquarters:

- Assessing personnel requirements and overseeing staff hiring.
- Authorizing and coordinating coverage for staff vacations, absence, etc.
- Overseeing and communicating with staff on operational tasks, e.g. dues billing, mailings, logistics.
- Assessing requirements of the physical plant, including furniture, computer and software needs and arranging for maintenance and upgrades
- Contracting or otherwise obtaining vendors for printing, copying, mass mailings and other services as necessary.
- Overseeing advertising for board examinations and promotional material.
- Assisting with Newsletter pre-production, production and distribution.
- Enforcing the expense reimbursement guidelines of the organization.
- Overseeing website updates as required.
- Communicating with legal entities for maintenance of corporate trademark, name and initials and annual report to the State of Illinois.
- Communicating with other entities, e.g. legal counsel, third party payors, hospital administrators, etc., to promote the interest of the Board and its members.
- Communicating with members regarding issues of concern, e.g. case preparation, staff access, membership, residency issues, etc.
- Communicating with other organizations, e.g., CPME, COTH, ACFAOM, ABPS, APMA, etc.
- Overseeing the Board's liquid assets and reallocating as necessary.
- Communicating with portfolio manager(s) and reporting to the Board of Directors.
- Reviewing monthly AMEX statements for accuracy and allocating charges to appropriate budget class and category.
- Obtaining and reviewing annual tax returns, and audits as required:
 - Assisting auditor and/or accountant for the preparation of the report or return.
 - Forwarding audit and tax return to Board of Directors.

Examinations:

- Overseeing examination administration, including:
 - hotel contracts
 - space and meal requirements
 - personnel requirements, including, but not limited to, proctors and oral examiners.
- Creating master schedule of events and master candidate flow sheet.
- Supervising production of oral examination packets for examiners and production of written examination booklets and their distribution.
- In-servicing proctors on administration and security.

- Working with psychometrist and data analysis specialist in the development of examination materials and reports to candidates and Board of Directors.
- Conferring with exam personnel, Board of Directors and psychometrist on summary data of examination.
- Overseeing reporting process of candidate results.
- Facilitating Case Documentation Review process for certification and re-certification:
 - Assisting in selection of case reviewers
 - Assisting in site selection and organization
- Communicating with candidates, as requested, on case review process and results.

Board of Directors and Board Committees:

- Participating in scheduled conference calls.
- Overseeing and coordinating BOD meetings, including:
 - hotel contracts
 - space and meal requirements
- Presenting monthly financial reports and analysis to the Budget/Audit Committee for review and approval.
- Working with the Budget /Audit Committee to present an annual budget for approval by the Board of Directors.

Note: also refer to annual budget process in section entitled “financial authority”.

- Presenting monthly Executive Director Activity reports to the Board of Directors, including:
 - weekly time allocation
 - board / committee related travel
 - vacation / sick time
 - other as needed or requested
- Forwarding credentials related letters and other relevant matters to Credentials Committee for action
- Assisting Credentials Committee in interpretation of Board policy
- Assisting Bylaws Committee in periodic review of the Bylaws and Policy Manuals.

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.

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. Executive Committee report(s)
- g. Other committee reports
- h. Executive Director's report
- i. Old Business
- j. New business

Order of Business for the Annual Meeting of Directors¹

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

¹ An Executive Session may be called at anytime 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 ABPOPPM Directory

The ABPOPPM Directory or any portion thereof may be made available to a person, business or organization for purposes of solicitation, dissemination of information, etc. when it is doing so would be beneficial to the Board's membership. Information provided to third parties under this section may not be used for any purpose other than that which was initially 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. If a conflict of interest or inappropriate use of directory content is suspected, the Executive Director shall consult with the BOD in determining whether or not to provide this information. An appropriate fee may be charged for access to directory information.

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 ABPOPPM web site.

SECTION II: FINANCIAL POLICIES

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 \$1,000.00 or less may be signed by any authorized signer; Checks in excess of \$1,000.00 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

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 \$2000 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.

Note: refer to section entitled Executive Director for additional policies.

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 Executive Director will obtain an operational review of its fiscal activities by a licensed CPA as requested by the Board of Directors. The Board shall 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

The Executive Director shall oversee and enforce the expense reimbursement guidelines as per the policies set forth below:

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 who will seek 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 I.R.S. regulations.

Individuals will be reimbursed for actual meeting dates, as well as travel days to and from the meeting where both travel and a meeting cannot be accomplished on the same day. aforementioned will be the responsibility of the individual.

Coordination of Expenses:

From time to time an individual traveling on Board business may elect to stop over at a different location or extend their stay longer, or both, for personal or non-Board business. The Board will reimburse the submitter for the amount expended for Board business only.

The Executive Director shall coordinate any combined expenses incurred due to additional travel and/or supplementation by other organizations, in determining the appropriate reimbursement by the Board (ABPOPPM) to that individual for Board (ABPOPPM) related business only.

Ground Transportation and Related Expenses:

Individuals are expected to utilize their best judgment in arranging for the most cost-effective and reasonable ground transportation. For example, in certain cases it may be more cost effective to drive to the airport and park for several days than take a taxi round trip. In other cases the reverse may be true. The use of rental cars is acceptable if it benefits the Board, i.e.

creates a savings for multiple individuals traveling together or eliminates the necessity of a hotel room. The use of personal cars will be reimbursed at the current IRS rate for transportation from a member's home to meeting location not to exceed regular coach airfare. The use of personal cars will also be reimbursed at the current IRS rate for transportation to and from points of departure, i.e. airports, train stations, etc.

Airfare:

The use of a travel agency other than that designated by the Board requires prior approval by Board Headquarters.

The Board will reimburse coach airfare up to a maximum of \$750 without prior approval by the Executive Director. Individuals traveling on Board business should generally use discounted coach airfares and should purchase a ticket a minimum of 14 days in advance, in order to secure the lowest airfare whenever possible. The Board will allow preference of airline carrier, or specific time, if the charge does not exceed \$50 one-way or \$100 round trip above the most reasonable airfare. It is recognized that individuals may need to change their travel plans on short notice, resulting in a fee or change in discounted fares; however, generally discounted fares and fees for changes will be less expensive than full fare coach tickets. It is for this reason that discounted fares should be used when available. If a fee is charged in order to make last minute changes that is beyond the control of the traveler this fee will also be reimbursed. The use of electronic tickets is required. Any fees incurred through the use of paper tickets, or any other fees generated for the convenience of the traveler will be at the traveler's expense.

Hotel Room:

When lodging is not pre-arranged by headquarters' staff individuals are expected to utilize their best judgment in arranging for the most cost-effective and reasonable lodging. In certain cases, if practical, it may be more cost effective to stay at a hotel adjacent to the meeting site rather than at the meeting site itself. If an individual is eligible for hotel room reimbursement, actual room and tax charges incurred will be reimbursed up to normal room rate. Individuals entitled to hotel room reimbursement shall use complimentary hotel rooms where available.

Meals and Incidentals:

Individuals will be reimbursed at the Board's a daily per diem rate.

When group functions are planned which include a meal and where the cost is guaranteed, those who commit to the function and choose not to attend will not be reimbursed for the cost of an alternative meal. Specific dietary needs will be addressed on an individual basis. When group meals for board of directors or other approved committee functions are utilized, a maximum of \$75 per person will be covered. All expenses over that amount will the responsibility of the individual.

Spouses/Guests Reimbursable Expenses:

At the discretion of the BOD, guests, such as Board-designated liaison members to other committees or individuals from other organizations invited by the BOD for the purpose of discussing issues pertinent to the Board, may be invited to Board or committee functions at the expense of the Board. In such circumstances the Executive Director and President or, if appropriate, the Executive Director and Committee Chair will confer on the nature of the business being conducted and its

appropriateness for coverage at the Board's expense.

Spouses and significant others not otherwise covered under the guidelines above attend at the expense of the member.

Other Expenses:

Other expenses that an individual might incur as a result of authorized travel on behalf of the Board will be reimbursed where deemed appropriate by the Executive Director. If the Executive Director is uncertain as to whether or not a particular expense should be reimbursed, the expense statement will be paid excluding the questionable item(s). Questionable expense item(s) will be referred to the Executive Committee for approval/disapproval.

Members planning to travel on Board business where expenditures not specifically covered by this policy will be incurred should seek clarification beforehand regarding reimbursement from the Executive Director.

Communications and Delivery:

The cost of reasonable expenses for telephone or other communications media will be reimbursed for those individuals whose communications expenses are specifically reimbursed by policy. Where possible, telephone credit cards should be used to minimize surcharges levied by hotels.

Accounting for Expenses:

Each member and/or consultant requesting reimbursement for expenses incurred shall complete the Board's expense statement within sixty (60) days after incurring the expense. Expense statements received more than sixty (60) days after the expenses are incurred shall be referred to the Executive Committee for approval. Original receipts must accompany expense statements for all individual expenses of \$25.00 or more. If the original receipt(s) cannot be provided a copy or signed statement indicating that the original receipt(s) are unavailable must accompany the expense statement.

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 ABPOPPM is independent of, and not predicated upon, membership in other professional organizations.

Examination Fees

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

Annual Re-registration Requirement:

A. Beginning in 2007, with the exception of individuals noted in section B, re-registration and dues payment is required of all active members. Founders and Emeritus members under the age of 65 (with 25 or more years of membership) are subject to reduced annual dues. Diplomates granted Emeritus status prior to 2007 are not affected by this change in re-registration policy.

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.

B. A Diplomat who:

- a. has completely retired from active practice, or
- b. who holds an Emeritus status, and is at least 65 years of age (with 15 years of diplomate status) or
- c. who is not actively deriving any portion of their income from the profession of podiatry, or
- d. who has a current disability that precludes their ability to practice podiatry

shall not be required to re-register 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.

*Disabled as defined herein means that the Diplomat can adequately document a medical disability that precludes their ability to temporarily or permanently practice the profession of podiatry.

**Does not meet the criteria for Retired or Disabled status but who neither derives income from, nor practices, podiatric medicine

The Board of Directors shall determine the re-registration fee (dues) for Diplomat members and for board qualified members. 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.

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. All Diplomates, except those who are retired, inactive or disabled, shall certify that they have completed 50 continuing medical education credits during a two-year period.

Requirements for Board Qualification and Board Certification**Board Qualification:**

Candidacy for Board Qualification requires two years of CPME-approved postgraduate training. The training may come from PPMR, POR, PSR or PM&S programs but must include at least one of the following residency types: PPMR, POR or PM&S. PM&S candidates with no other CPME approved training cannot apply before their final year of residency training.

- The candidate's residency logs and clinical activity logs must be available to the Board through Podiatry Residency Resource (PRR). If the candidate's program has not signed on to PRR the candidate is responsible for logging their residency activity in that system. The logs must list all clinical cases the candidate participated in or performed during residency training and must be verified or signed by the residency director.
- Letters indicating eligibility to sit for the board qualification examination will not be released until the candidate's complete validated case and activity logs are approved by the ABPOPPM. The logs must provide sufficient documentation to the ABPOPPM that the candidate has participated in clinical activities in adequate diversity and volume. Insufficient documentation of adequate diversity and volume of clinical activity while in residency training can result in denial of admission to the examination process.
- Candidates who meet these requirements, pass the written exam and provide evidence of an active license to practice podiatry will be granted board qualified status.

Duration of Board Qualified Status:

Candidates who pass the qualification (written) examination are granted board qualified status for a period of 5 years. Candidates who fail to achieve certification by the end of their fifth year lose their board qualified status.

Individuals who return to formal postgraduate training or who have their podiatric career interrupted through a call to active duty military service may request an extension of their board qualified status, subject to approval by the Board, not to exceed one year for every year of such training.

Board Certification:

To Achieve Board Certification candidates must:

- Have completed, or be scheduled to complete, by July of the examination year, a CPME-approved PPMR, POR, or PM&S training sequence and
- Provide documentation of a minimum of 42 months of clinical experience and/or education inclusive of residency training.
- Successfully pass the case documentation process, which is a pre-requisite for sitting for the oral examination.
- Pass both the written and oral examinations.
- Board certification is for a 10-year period .All Diplomates holding time-limited certificates must re-certify no later than the 10th year since their prior certification.

Note 1: Board Qualified status will be conferred upon candidates who sit for full certification but who successfully pass only one section, i.e. the written or oral examinations. The duration of board qualified status achieved in this fashion will not exceed three (3) years or until the time in which the candidate has exhausted their retake options for the portion of the certification examination failed.

Note 2: Effective 2007, all candidates must have at minimum two (2) years of CPME-approved postgraduate training as described above to be eligible for the examinations.

Detailed information regarding the application process and requirements can be found in the “Examination Information and Requirements Booklet.”

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. holds a current license granted by a state, district or other U.S. or international governmental jurisdiction, 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. holds a current license granted by a state, district or other U.S. or international governmental jurisdiction, 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, or an active 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.
2. Inactive: Does not meet the criteria for Retired or Disabled status but who neither derives income from, nor practices, podiatric medicine.
3. Disabled: Disabled as defined herein means that the Diplomate can adequately document a medical disability that precludes their ability to temporarily or permanently practice the profession of podiatry.
4. Retired: A member having attained the age of 65 years and no longer engaged in the practice of podiatric medicine
5. Special: A Diplomate whose career path is atypical (e.g. largely or exclusively administration, education, etc.) and does not meet the criteria for the aforementioned statuses.
6. Suspended: A Diplomate who has either:
 - a) failed to pay annual re-registration fees by the prescribed deadline or
 - b) who has failed re-certification in their final attempt but has elected to undergo the case defense process

Examinations

Notice:

Notice of the board qualified and board certified examinations shall be made in the “APMA News” and other publications 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:

Biomechanics / Pathomechanics / Orthotics / Prosthetics
General Orthopedics
Podorthics
Rehabilitation / Physical Therapy
Surgical Criteria
Trauma / Sports Medicine
Cardiology / Pulmonology
Dermatology
Emergency Medicine
Endocrinology
Hematology / Oncology
Gastroenterology / Nephrology
Infectious Disease
Peripheral Vascular Disease
Psychosocial / Public Health (includes biostatistics, community health and epidemiology)
Neurology
Rheumatology
Wound Care

Results:

Candidates will be notified of the examination results in writing at the address given on their application form unless a formal written change of address is submitted to board headquarters.

Re-examination:

Candidates who fail the board certification process must retake only the section of the process that was failed, i.e. written or oral. The failed section must be passed within three years of the first failure, or 5 years from the date of initial board qualification, whichever comes first. Two retake attempts are allowed for this purpose. If a candidate who is already board qualified is still unsuccessful in achieving Diplomate status their Board Qualified status will lapse and they will be required to re-apply for full certification under regulations in effect at that time.

Re-evaluation of Diplomates

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.

Beginning in 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.

Diplomates who will become 60 years of age in either 2007 or 2008, holding time-limited certificates and who are in the tenth year of their re-credentialing cycle are being allowed additional time (through the 2009 re-credentialing cycle) for case preparation due to their prior expectation of attaining the 60 year of age re-credentialing waiver. As with all Diplomates holding time-limited certificates, the Board advises that re-certification be attempted before the final year (2009) of eligibility for individuals given the extension as well as those who were previously certified or re-certified in 1999.

Categories For Re-evaluation

A. Mandatory Re-certification:

Certificates issued by the ABPOPPM in 1994 and thereafter are time-limited and are valid for 10 years from the time of issue. Diplomates previously holding time-limited certificates in both primary podiatric medicine and podiatric orthopedics, who achieved Diplomate status in each in the same examination year, are given an additional 10-year credit for having previously certified in the second specialty. Their mandatory re-certification date will therefore be 20 years from the date they received their initial certification. Thereafter they must meet the re-evaluation requirement every 10 years.

Re-certification requires the successful submission of case documents for evaluation by committee. Documents must be submitted in the 8th or 9th year from prior certification. Diplomates who fail the case documentation process in their 9th year must undergo a case defense process in their 10th year*. Diplomates who decline or fail the case defense process will be revoked. Detailed information regarding the case defense process and requirements is published in the Examination Information and Requirements Booklet.

*This constitutes a change in Board policy. Therefore, Diplomates applying in 2009 who are in their 9th or 10th years from prior certification will be governed by the prior policy.

B. Self-assessment and Voluntary Re-certification:

Diplomates holding lifetime certificates (certificates issued prior to 1994) with or without a

concurrent time-limited certificate must re-credential every 10 years. Re-credentialing may be accomplished through the self-assessment examination or voluntary re-certification. Lifetime certificate holders who voluntarily re-certify retain their right to meet future re-credentialing requirements through Self-assessment Examinations and are not obligated to re-certify. Lifetime certificate holders who attempt re-certification as set forth in category A on a voluntary basis, and fail, are given credit for having self-assessed. Lifetime certificate holders who fail to meet the re-credentialing requirement via self-assessment or re-certification by the 10th year are revoked.

Detailed information regarding the re-credentialing processes and requirements is published in the Examination Information and Requirements Booklet.

The Board of Directors does not penalize Diplomates who elect to complete the re-credentialing requirement early. For example, a Diplomat who self-assesses or re-certifies during the eighth year following their prior credentialing (or re-credentialing) would then be required to re-credential twelve years later rather than ten.

Diplomate Certificates

A suitable certificate bearing the seal of the ABPOPPM 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 Orthopedics and Primary Podiatric Medicine. The certificate shall remain the property of the Board and shall be returned to the Board if for any reason the certified status of the member has been revoked.

Advertising Board Certification

A podiatrist who is a Diplomat of the ABPOPPM must adhere to the following guidelines when advertising this fact:

Only the following statements are acceptable for this purpose:

1. Diplomat, American Board of Podiatric Orthopedics and Primary Podiatric Medicine
2. Board Certified, American Board of Podiatric Orthopedics and Primary Podiatric Medicine
3. Certified American Board of Podiatric Orthopedics and Primary Podiatric Medicine

The organization's initials (ABPOPPM) may be substituted for the full name.
Advertising board qualified status is prohibited.

Suspension and Revocation

Suspension of Status:

Suspended status will result from:

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

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

In case “a)” members may be reinstated 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 recertify or exhaust all applicable extensions granted by the Board.

Revocation of status:

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

The Board of Directors shall have the authority to revoke any certificate of Diplomate status, or revoke Board Qualified status for any member for the following reasons:

- A. the member has failed to pay the annual registration fee plus any late fee by the date indicated on the final notice.
- B. the member is convicted of an offense which causes his/her license to practice podiatry to be revoked in any state.
- C. the member misrepresents facts or provides false information in connection with the application for certification or other related documents.
- D. failure of a Diplomate to adhere to the requirements for re-evaluation as set forth in the “Re-Credentialing of Diplomates” section of this document.
- E. the member fails to adhere to the advertising guidelines as outlined in these policies.
- F. non-adherence to the Code of Ethics as adopted by the Board of Directors.

Items A, B, C and D are cause for automatic revocation of status. Items E and F are subject to revocation following a hearing.

Hearing

Prior to revocation of a member’s status under items 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 the members restored status 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 are the Executive Committee, Credentials Committee and Certification Committee.

Upon receipt of a formal appeal or complaint by a member 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 from the member and the member's file and summarizes the nature of the issue for the respective committee.
- c. The summary, along with the primary communication from the member and relevant documentation from the member's file 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 manual.
- d. If the issue lies outside specific written policy the committee will refer the issue to the Executive Committee prior to rendering a final opinion.
- e. Once a determination is made it is communicated to the member by headquarters staff