

# CPME POLICIES AND MISCELLANEOUS DOCUMENTS

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October 2019

# CPME POLICIES AND MISCELLANEOUS DOCUMENTS

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## ANNUAL SCHEDULE

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The following calendar is used by the Council and Council staff in the conduct of yearly meetings, mailings, and other activities. This list pertains to only primary Council activities.

### **January**

#### Meetings:

- Joint Committee on the Recognition of Specialty Boards (JCRSB)

#### Activities:

- Agenda materials for Continuing Education Committee (CEC) meeting available
- Residency and fellowship progress reports and responses to on-site evaluation reports due
- JCRSB action letters

### **February**

#### Meetings:

- Continuing Education Committee (CEC)

#### Activities:

- Reminder letters to residency and fellowship sponsors expected to submit progress reports and special reports
- Agenda materials for Residency Review Committee (RRC) meeting available
- College progress reports and annual reports and assessments due

### **March**

#### Meetings:

- RRC
- APMA House of Delegates (CPME chair, vice-chair, and director)

#### Activities:

- Agenda materials for CPME spring meeting available
- Agenda materials for Accreditation Committee (AC), Budget Planning Committee (BPC), and Executive Committee (EC) meetings available

## **April**

### Meetings:

- AC
- BPC
- EC
- CPME

## **May**

### Activities:

- College, continuing education, fellowship, and residency action letters

## **June**

### Activities:

- Six-month notification of continuing education providers for submission of petitions
- Annual report forms and assessments to residency sponsors
- Residency and fellowship team appointments to evaluators for fall assignments
- Pre-evaluation forms to residency and fellowship sponsors
- Continuing education provider petitions due

## **July**

### Meetings:

- Nominating Committee

### Activities:

- Agenda materials for Nominating Committee available

## **August**

### Activities:

- Agenda materials for CEC meeting available
- Progress report reminder letters to residency and fellowship sponsors
- Agenda materials for RRC meeting available
- Residency and fellowship progress reports and responses to on-site evaluation reports due
- College progress reports due

## **September**

### Meetings:

- CEC
- RRC

Activities:

- Agenda materials for CPME fall meeting available
- Agenda materials for Accreditation Committee, Budget Planning Committee, and Executive Committee meetings available
- Residency annual reports and assessments due
- Annual report/fee reminder letters to residency sponsors

**October**

Meetings:

- AC
- BPC
- EC
- CPME

Activities:

- Annual report forms and assessments to colleges
- Annual report forms and assessments to certifying boards
- College, continuing education, fellowship, and residency action letters

**November**

Activities:

- Annual report forms and assessments to continuing education providers
- College progress report reminders

**December**

Activities:

- Six-month notification of continuing education providers for submission of petitions
- Residency and fellowship team appointments to evaluators for spring assignments
- Pre-evaluation forms to residency and fellowship sponsors
- Authorization for increases in residency and fellowship program forms to all program directors
- Agenda materials for JCRSB meeting available
- Certifying boards' annual data reports/petitions and assessments due
- Continuing education provider petitions due
- Continuing education provider annual reports and assessments due

Although the schedule should be followed whenever possible, staff is provided some discretion in the flexibility of the schedule should unforeseen circumstances arise.

## EXPENSE REIMBURSEMENT AND TRAVEL POLICIES

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Expenses of individual Council members, committee members, evaluators, and consultants related to the on-site evaluation process, attendance at meetings, or participation in workshops/seminars are reimbursed by CPME through the APMA. (Members of RRC or CREC who represent specialty organizations or individual RRC evaluators who participate in workshops are reimbursed by their respective organizations. JCRSB members who represent specialty organizations are reimbursed by their respective organizations.) The following general rules apply to reimbursement of expenses.

AIRFARE: Common carriers shall be used in all cases. Use of charter aircraft must be approved by the CPME director. Use of private aircraft is not authorized.

Coach or economy class are authorized classes of service. First class service is not authorized unless it results from upgrades that do not cost any more than the lowest appropriate fare.

Fares shall be the lowest available within a reasonable time of required arrival. Advance booking is the most cost-saving technique available. Reservations should be booked as soon as practical. Early Bird check-in when booking flight arrangements are reimbursable. Extra leg room is non-reimbursable. Council travelers may be reimbursed for an extra night's lodging and per diem in order to stay over a Saturday night (when appropriate) if substantial savings are made on airfares. These arrangements are to be made in advance with the approval of CPME staff.

Travelers are expected to use nonrefundable (penalty) fares whenever practical. An occasional payment of a penalty when necessary is more cost-effective than paying higher fares. Travelers are expected to meet penalty fare restrictions unless it is impossible.

AUTOMOBILES: Use of personal automobiles for Council travel is at the discretion of the traveler. CPME reimburses auto travel at a per-mile rate that is based upon the federal government standard. The per-mile rate includes fuel and any other costs related to use of the automobile. Mileage is reimbursed for transportation to and from airports, train, or bus stations; and to and from the site of the CPME activity. Should the traveler elect the use of personal automobile, reimbursement shall not exceed the lowest appropriate airfare available, irrespective of total miles driven.

Since use of personal automobiles is the choice of the traveler, the traveler assumes all responsibility for safety, maintenance, repairs, insurance, compliance with all applicable laws, fines, and other similar items.

AUTOMOBILE RENTAL: Automobile rentals are authorized when their use is more cost effective than public transportation in a city. The choice of a car should be the smallest which can fulfill the needs of the trip. Individual travelers normally should choose compact or subcompact cars.

All travelers who rent cars paid by APMA are asked to consolidate their arrangements using Hertz Corporation whenever possible. APMA has worked out an arrangement with Hertz which provides advantages for both the Association and for individual travelers. The APMA account number with Hertz is 290783. This is a separate number from the general membership discount from Hertz. The general membership discount does not provide the premium benefit or the Gold Service Benefit.

When required, automobile rental users should plan to refuel before returning the rental. This avoids premium charges for rental company refueling. Drop-off charges should be avoided. The cost of refueling is reimbursable.

Optional insurance coverage on automobiles rented for Council travel should be declined. APMA maintains coverage for automobile liability.

EXCEPTIONS: Exceptions or waivers of these policies may be granted by the Council director or his/her designee. No exceptions may be assumed by the traveler.

FREQUENT FLYER MILEAGE AND OTHER REWARDS PROGRAMS:

Frequent Flyer Mileage and Other Rewards Programs: Travelers may retain personal frequent flyer and other reward program benefits. However, participation in these programs must not influence flight, hotel or automobile rental company selection that would result in incremental cost to the Council beyond the lowest available airfare or rate.

Use of personal frequent flyer mileage or reward program points for business travel is at the option of the traveler. Travelers will not be reimbursed if personal frequent flyer mileage or reward program points are used.

The traveler assumes any tax liability resulting from use of this privilege. Abuse of travel arrangements for the purpose of maximizing frequent traveler benefits will not be tolerated.

HOTELS: Hotel reservations should be made on a "guaranteed" basis. Very frequently the Council guarantees rooms with a corporate credit card. All hotel policies should be followed to avoid penalty charges. When checking into a hotel, a corporate rate or other discount rate should be requested. Many hotels offer various, unadvertised, discount rates of which the most economical may not be the corporate rate. Room amenities are not reimbursable. Room charges not specifically related to CPME business will be deducted.

INTERNATIONAL TRAVEL: No international travel or associated expenses are authorized without the expressed approval of the Council director. This includes any travel outside the 50 United States, District of Columbia, or Canada.

LIMOUSINES: Limousine travel is not reimbursable.

NON-REIMBURSABLE EXPENSES: Reimbursement is not available for the following types of expenses: haircuts, entertainment, personal reading materials, personal alcoholic beverages, massages, manicures, laundry charges, long distance calls, auto clubs, valet parking, insurance for personal automobiles, personal travel insurance, flight insurance (exclusive of that which may be provided as an amenity by the travel agency or by credit card), personal life insurance,

animal care, babysitting, or in-room mini-bar charges. Any additional costs incurred as a result of a spouse, family member, or other guest accompanying a CPME authorized traveler are the responsibility of the traveler.

**PARKING:** Reimbursement for parking is available under the following types of circumstances:

- Personal automobile parking in association with evaluations or attendance at meetings.
- Hotel parking charges for personal or rental cars on authorized business. parking facilities are to be used whenever possible. Valet parking is not acceptable.
- Reasonable airport parking of personal automobiles during business trips. Remote parking facilities are to be used whenever possible. Valet parking is not acceptable.

**PER DIEM REIMBURSEMENT:** A \$175 a day per diem allowance is authorized for any portion of a day in which travel or business is conducted. This per diem allowance is expected to cover all incidentals, including meals, tips, and ground transportation to and from social activities.

**RAIL SERVICE:** Use of railroad transportation such as Amtrak is authorized. Fares are subject to the same policies as airfares.

**REPORTING EXPENSES:** Travelers must use the Council on Podiatric Medical Education Expense Voucher to report travel expenses. In order for an expense voucher to be processed, **original, itemized,** airline, train, bus, hotel, taxi, toll, and/or automobile rental receipts must be attached.

**TAXI/UBER/LYFT:** Taxi fare is reimbursable only when it pertains to individual transportation to and from airports, train or bus stations; and to and from specific evaluation or meeting sites. Taxi fare related to meal functions and other social activities cannot be reimbursed.

**TELEPHONE:** The costs of personal telephone calls are the responsibility of the traveler. Telephone expenses related to communication with an institution to be evaluated or with Council staff are reimbursable.

**TOLLS:** Reimbursement is authorized for tolls incurred during business travel. Receipts must be provided for tolls exceeding \$15 in total. For tolls less than \$15 that are unaccompanied by a receipt, this should be noted.

**TRAVEL AGENCY:** If necessary, for your use APMA offers travel through Association Travel Concepts (ATC). To utilize ATC, you need to send an email to [notifier@reardencommerce.com](mailto:notifier@reardencommerce.com) to receive an activation email. If you do not receive the email after you have emailed them, please contact Council staff. When you are booking travel, select “APMA miscellaneous travel” from the drop-down menu and use the travel authorization code of 9001.

**UNUSED TICKETS:** Any unused ticket coupons should be returned to the CPME office. Even penalty fare coupons may be salvageable for cash or other travel.



## ACCREDITATION AND EVALUATION FEES AND OTHER ASSESSMENTS

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### **General Policy about Fees**

The Council believes that a joint responsibility exists among CPME recognized institutions/organizations and the practice community (APMA) for the financial support of the Council's evaluative process. With this in mind, the Council has developed fee schedules for various aspects of its evaluation and recognition activities that attempt to balance the responsibility between the APMA and those institutions/organizations that seek CPME accreditation, approval, and, recognition. The Council reserves the right to modify fee schedules at any time and will provide appropriate advance notice to affected institutions and organizations. Unless otherwise specified, fees are not refundable. The Council currently employs the following fee schedules.

## COLLEGE EVALUATION FEES AND OTHER ASSESSMENTS

The Council on Podiatric Medical Education believes that a joint responsibility exists among CPME-recognized institutions/organizations and the practice community (APMA) for the financial support of the Council’s evaluative process. With this in mind, the Council has developed fee schedules for various aspects of its evaluation and recognition activities that attempt to balance the responsibility between APMA and those institutions/organizations that seek CPME accreditation, approval, and recognition. The Council currently employs the following college fee schedule. The Council reserves the right to modify fee schedules at any time and will provide appropriate advance notice to affected institutions and organizations.

The fee schedule was last revised during the April 2019 Council meeting for implementation in October 2019. Fees are not refundable.

Fee	Explanation of Fees and Charges
<b>Applicant Status</b>	An institution applying to be a new college of podiatric medicine or a college that has had accreditation withdrawn and is seeking to regain accreditation is assessed an initial application fee of \$5,000.
<b>Candidate Status Application</b>	An institution seeking candidate status of a new college of podiatric medicine is assessed an application fee of \$10,000.
<b>Provisional Approval</b>	An institution seeking provisional accreditation of a new college of podiatric medicine is assessed a fee of \$10,000.
<b>On-Site Evaluation</b>	An institution to be evaluated by the Council is responsible for paying the full and actual costs associated with all on-site evaluation visits. The fee includes reimbursement for evaluator expenses along with the cost of meeting facilities, if necessary. Payment of a \$10,000 preassessment is requested from the institution prior to each evaluation visit. The institution is billed for the costs beyond the preassessment following the visit or is refunded monies if the preassessment overestimated the actual costs.
<b>Annual Assessment</b>	Institutions are assessed an annual continuation fee of \$5,000.

## CERTIFYING BOARD FEES AND OTHER ASSESSMENTS

The Council on Podiatric Medical Education believes that a joint responsibility exists among CPME-recognized institutions/organizations and the practice community (APMA) for the financial support of the Council’s evaluative process. With this in mind, the Council has developed fee schedules for various aspects of its evaluation and recognition activities that attempt to balance the responsibility between APMA and those institutions/organizations that seek CPME accreditation, approval, and recognition. The Council currently employs the following certifying board fee schedule. The Council reserves the right to modify fee schedules at any time and will provide appropriate advance notice to affected institutions and organizations.

The application fee schedule was last revised in October 2009, effective July 1, 2010. The assessment and RRC administrative fees were last revised in October 2015, effective July 1, 2016. Unless otherwise indicated, fees are not refundable.

Fee	Explanation of Fees and Charges
<b>Application</b>	Organizations sponsoring new certifying boards in a special area of podiatric medical practice are required to submit an initial application fee of \$5,000. The fee is 75 percent refundable if the organization withdraws its application for recognition prior to initial review by the Joint Committee on the Recognition of Specialty Boards.
<b>Annual Recognition Assessment</b>	Recognized certifying boards are assessed an annual fee of \$2,500 plus \$2.50 per diplomate.
<b>RRC Administrative</b>	Certifying boards involved in a collaborative effort through the Residency Review Committee in the evaluation of residency programs are assessed an administrative fee above and beyond the annual recognition fee. The administrative assessment for each recognized certifying board is \$30,000 (\$15,000 for each RRC seat).

## CONTINUING EDUCATION EVALUATION FEES AND OTHER ASSESSMENTS

The Council on Podiatric Medical Education believes that a joint responsibility exists among CPME-recognized institutions/organizations and the practice community (APMA) for the financial support of the Council’s evaluative process. With this in mind, the Council has developed fee schedules for various aspects of its evaluation and recognition activities that attempt to balance the responsibility between APMA and those institutions/organizations that seek CPME accreditation, approval, and recognition. The Council currently employs the following continuing education provider fee schedule. The Council reserves the right to modify fee schedules at any time and will provide appropriate advance notice to affected institutions and organizations.

With the exception of the annual assessment, the fee schedule was last revised during the October 2009 Council meeting for implementation in July 2010. The fee assessment was revised in October 2016, effective July 1, 2017.

Effective July 1, 2019, the application fee will increase from \$1,500 to \$2,000 and the petition review fee will increase from \$1,000 to \$1,250. The per joint provider fee will increase from \$500 to \$750, effective January 1, 2020. Fees are not refundable.

Fee	Explanation of Fees and Charges
<b>Application</b>	All entities seeking initial approval as a sponsor of continuing education in podiatric medicine are assessed an application fee of \$2,000.
<b>Annual Assessment</b>	An approved sponsor of continuing education in podiatric medicine is assessed an annual fee, beginning with the year following its first CPME-approved year. Sponsors are assessed \$1,750 plus \$750 per affiliate identified on the annual report.
<b>Petition Review</b>	Sponsors of continuing education scheduled for submission of a petition for continued approval are assessed \$1,250 prior to the committee meeting at which the petition will be considered.
<b>On-Site Evaluation</b>	Sponsors of continuing education scheduled for an on-site evaluation are assessed \$1,500 prior to the evaluation. Institutions are billed any additional actual costs over \$1,500 after the on-site evaluation.
<b>Late Fee</b>	Institutions that do not submit payment of a required fee by the date identified by the Council are assessed a late fee of \$500.

## RESIDENCY EVALUATION FEES AND OTHER ASSESSMENTS

The Council on Podiatric Medical Education believes that a joint responsibility exists among CPME-recognized institutions/organizations and the practice community (APMA) for the financial support of the Council's evaluative process. With this in mind, the Council has developed fee schedules for various aspects of its evaluation and recognition activities that attempt to balance the responsibility between APMA and those institutions/organizations that seek CPME accreditation, approval, and recognition. The Council currently employs the following residency fee schedule. The Council reserves the right to modify fee schedules at any time and will provide appropriate advance notice to affected institutions and organizations.

The fee schedule was last revised during the October 2019 Council meeting, effective immediately. Fees are not refundable.

Fee	Explanation of Fees and Charges
<b>Application for Provisional Approval</b>	Institutions seeking initial approval of new podiatric medical residency programs are assessed an application fee of \$1,500.
<b>Reclassification of Approved Program</b>	Institutions seeking reclassification of CPME-approved programs are assessed an application fee of \$500.
<b>Annual Assessment</b>	Institutions sponsoring approved residency programs are assessed an annual fee. Sponsoring institutions are assessed a base fee of \$2,800 plus \$150 per authorized position (applicable to all authorized positions in all programs sponsored by the institution).
<b>Provisional Approval Evaluation</b>	Institutions eligible for on-site evaluation of new podiatric residencies are assessed a \$2,000 pre-visit fee plus actual costs above \$2,000, which is assessed after the visit.
<b>Authorization to Increase Positions</b>	Institutions sponsoring approved podiatric residencies are assessed a \$500 fee to apply for authorization of increased residency positions.
<b>Resident Transfer</b>	Institutions sponsoring approved podiatric residencies are assessed a \$250 resident transfer fee if requested within the first 30 days of the resident's transfer into the new program; \$1,000 from the 31st day onward. The institution accepting the resident is responsible for paying the fee.
<b>Authorization to Grant a One-Time Certificate</b>	Institutions sponsoring approved podiatric residencies are assessed a \$250 fee to request authorization to grant a residency certificate on a one-time basis.
<b>On-Site Evaluation Observers</b>	ABFAS and ABPM pay the actual costs of their respective <b>observers</b> to participate on residency evaluation teams. The Council assumes the costs of all other observers on evaluation teams.
<b>Late Fee</b>	Institutions that do not submit payment of a required fee by the date identified by the Council are assessed a late fee of \$500.
<b>Appeal of an Adverse Action</b>	Institutions seeking an appeal of an adverse action determined by the Council must submit a fee of \$2,000 with the request for the appeal, as costs of an appeal are shared between the Council and the institution. Institutions are billed any additional expenses over \$2,000 after the appeal.
<b>Residency Program Transfer Fee</b>	Institutions making a transfer request of institutional sponsorship of an approved podiatric residency program are assessed a residency program transfer fee of \$500.

## FELLOWSHIP EVALUATION FEES AND OTHER ASSESSMENTS

The Council on Podiatric Medical Education believes that a joint responsibility exists among CPME-recognized institutions/organizations and the practice community (APMA) for the financial support of the Council’s evaluative process. With this in mind, the Council has developed fee schedules for various aspects of its evaluation and recognition activities that attempt to balance the responsibility between APMA and those institutions/organizations that seek CPME accreditation, approval, and recognition. The Council currently employs the following fellowship fee schedule. The Council reserves the right to modify fee schedules at any time and will provide appropriate advance notice to affected institutions and organizations.

The fee schedule was last revised during the October 2019 Council meeting, effective immediately. Fees are not refundable.

Fee	Explanation of Fees and Charges
<b>Application for Provisional Approval</b>	Institutions seeking initial approval of new podiatric medical fellowship programs are assessed an application fee of \$1,500.
<b>Annual Assessment</b>	Institutions sponsoring approved fellowship programs are assessed an annual fee, beginning with the year following the institution’s first CPME-approved year. Sponsoring institutions are assessed a base fee of \$2,000 per program plus \$150 per authorized position (applicable to all authorized positions in all programs sponsored by the institution).
<b>Provisional Approval Evaluation</b>	Institutions eligible for on-site evaluation of new podiatric fellowships are assessed a \$2,000 pre-visit fee plus actual costs above \$2,000, which is assessed after the visit.
<b>Authorization to Increase Positions</b>	Institutions sponsoring approved fellowships are assessed a \$500 fee to apply for authorization of increased fellowship positions.
<b>Late Fee</b>	Institutions that do not submit payment of a required fee by the date identified by the Council are assessed a late fee of \$500.

## OTHER FEES

The schedule for other fees was last revised in April 2019 for immediate implementation.

**VERIFICATION OF RESIDENCY COMPLETION:** Requests for verification of an individual's completion of an approved residency and/or approved fellowship training program must be submitted in writing. The fee for verifications is \$50 and is charged to all individuals and entities.

**LATE FEE:** \$500 fee for each of the Council's activity areas.

**APPEALS:** Institutions requesting appeals of adverse actions are assessed \$2,000 prior to the appeal. Institutions are billed any additional actual costs over \$2,000 after the appeal.

**COMPLAINTS:** In the event of a formal complaint being directed to an accredited, approved, or recognized institution, organization, or provider, the institution, organization, or provider shall bear the full costs associated with an on-site evaluation that may be necessary to review the merits of the complaint.

## INTEGRITY POLICY

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The provision of false or misleading information or the failure to provide material information may affect accreditation, approval or recognition status of a college, program, board, or provider. If CPME determines a college, program, board, or provider has supplied false or misleading information or has failed to supply relevant material information to CPME, to a CPME committee, or to an evaluation team, CPME will determine an appropriate action, which may include but not be limited to a change in status and term. Similar action may be taken if a college, program, board, or provider knowingly makes misleading or incorrect public statements or disclosures regarding CPME, a CPME committee, or an evaluation team or its accreditation, approval, or recognition status.

Approved – April 2016



## USE OF CPME LOGO POLICY

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The CPME logo may only be used in conjunction with the CPME approval/ accreditation/ recognition statement on materials or websites of accredited colleges of podiatric medicine, approved residencies, fellowships, and continuing education providers, and recognized specialty boards. If the CPME logo is used digitally, the logo must link to the [www.cpme.org](http://www.cpme.org) webpage.

CPME's accreditation/approval/recognition statements are available online in the respective sections of the Council's website.

Approved – October 2019

# CONFIDENTIALITY AND CONFLICT OF INTEREST

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## **Conflict of Interest**

The Council on Podiatric Medical Education (Council or CPME) strives to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities. Council and committee members are expected to recognize potential conflicts as they appear and must remove themselves from all deliberations, discussions, and voting concerning programs, institutions, and organizations with which a conflict of interest exists.

Council and committee members who are affiliated in an official capacity with, who have a financial interest in, or who receive compensation from a college of podiatric medicine, residency or fellowship program, certifying board, or continuing education provider must remove themselves from all deliberations, discussions, and voting when their institutions, organizations, or programs are being considered.

Council and committee members must remove themselves from all deliberations, discussion, and voting on any matters pertaining to programs, institutions, or organizations for which he/she has served as on-site evaluator until an approval/accreditation action has been taken by the Council.

Council and committee members and staff have the freedom to exercise their independent judgment without any undue pressure or perceived alliance to any organization or institution the Council accredits, approves, or recognizes or to any political entity within the podiatric medical profession.

Public members must confirm that they are aware of, and actually meet the following definition of public member as provided in the U.S. Department of Education's Requirements for Recognition of Accrediting Agencies. A public member means a person who is not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or provisionally by the agency or has applied for accreditation, provisional accreditation, or candidate status; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition.

## **Confidentiality**

All information available to Council and committee members concerning actions taken or under consideration about institutions, organizations, and individuals is of a highly sensitive and confidential nature. It is expected that Council and committee members will respect the confidentiality of information available about institutions, organizations, and individuals and about actions taken by the Council.

I understand that I may have access to patient information that is protected by federal and/or state law during the evaluation process. I understand that as an evaluator, I am required to protect the privacy and security of such patient information at all times, even after the evaluation process ends. As an evaluator, I understand that I must report any suspected breach of the privacy or

security of such information to the Council immediately.

I agree that during and after participating in Council/committee deliberations, I will not disclose any such information to any person or entity, except as CPME specifically authorizes or directs me in writing. I will observe any procedures CPME requires for protecting the confidentiality of such information and elimination of perceived and actual conflict of interest. I understand that any question as to what information either is confidential or represents a conflict of interest will be referred to, and resolved by, the chair of the Council in consultation with the director.

**Annual and Pre-Meeting Disclosure of Potential Conflicts**

CPME members, committee members, and staff are asked to disclose potential conflicts of interest annually and to confirm any conflicts at the time the agenda is finalized at the beginning of each meeting. Such disclosure may be made by the member or staff directly or about another member or staff.

\* \* \*

By signing below, I am attesting that I have read and hereby agree to abide by the terms of CPME's confidentiality and conflict of interest policies as identified in the *Bylaws*, CPME 900.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Public members must sign below to confirm that they are aware of, and meet the definition of a public member as noted above and as provided in the U.S. Department of Education's Requirements for Recognition of Accrediting Agencies.

Signature: \_\_\_\_\_

I declare a conflict with the following schools, residency or fellowship sites, or providers of continuing education:

Name of Institution	Reason for Conflict
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## CPME OBSERVER'S CONFIDENTIALITY STATEMENT

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I understand that in the course of observing the deliberations of the Council on Podiatric Medical Education and/or its standing committees, I will have access to confidential information about CPME's operations as well as actions related to college accreditation, continuing education provider, residency, and fellowship approval, and specialty board recognition. I agree that during and after observing in Council/committee deliberations, I will not disclose any such information to any person or entity, except as CPME specifically authorizes or directs me in writing. I will observe any requirements and procedures CPME may require for the protection of the confidentiality of such information and avoidance of conflict of interest (see pages 36-38 in CPME 900, *Bylaws of the Council on Podiatric Medical Education*.) I understand that any question as to what information is confidential will be referred to, and resolved by, the chair of the Council in consultation with the director.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

\_\_\_\_\_ CPME

\_\_\_\_\_ Accreditation Committee

\_\_\_\_\_ Budget Planning Committee

\_\_\_\_\_ Continuing Education Committee

\_\_\_\_\_ Executive Committee

\_\_\_\_\_ Joint Committee on the Recognition of Specialty Boards

\_\_\_\_\_ Residency Review Committee

## GUEST/OBSERVER PARTICIPATION IN MEETINGS OF THE COUNCIL ON PODIATRIC MEDICAL EDUCATION AND ITS COMMITTEES

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Non-executive sessions of the Council on Podiatric Medical Education and its committees are open to the public. Guests and/or observers may not participate in discussions and/or deliberations of the Council and its committees unless approved to do so by the Council or committee chair. Guests and/or observers may make presentations, but the chair of the Council and the chairs of the committees must approve all presentations prior to their respective meetings.

Executive sessions of the Council on Podiatric Medical Education and its committees are not open to the public. Consideration of accreditation/approval/recognition decisions are conducted in executive session. Guests and/or observers may attend executive sessions of the Council, if invited by the chair of the Council but may not participate in any discussions and/or deliberations conducted in executive session. Guests and/or observers may not attend executive sessions of the Council's committees.

Each invited guest/observer must sign the CPME conflict of interest and confidentiality policies statement.

Last reviewed - October 2017

## CPME DATES

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### **Initial College Accreditation**

Arizona School of Podiatric Medicine, Midwestern University - 2007  
Barry University School of Podiatric Medicine - 1988  
California School of Podiatric Medicine at Samuel Merritt University - 1922  
Des Moines University College of Podiatric Medicine and Surgery - 1983  
Kent State University College of Podiatric Medicine - 1922  
New York College of Podiatric Medicine - 1922  
Dr. William M. Scholl College of Podiatric Medicine at the Rosalind Franklin University of  
Medicine and Science - 1926  
Temple University School of Podiatric Medicine - 1967  
Western University of Health Sciences College of Podiatric Medicine – 2012

### **Specialty Board Recognition**

Public Health – 1986 (withdrawn 1994)  
Surgery – 1975  
Orthopedics – 1978  
Primary Podiatric Medicine – 1992

### **Preceptorship Approval Through College Accreditation (ended in 2000)**

New York – 1985  
Des Moines – 1988  
Scholl – 1988  
Pennsylvania – 1989

### **Miscellaneous**

Required H&P training  
Residencies – 1983  
Colleges – 1989

## STANDARDS OF CONDUCT

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In order to ensure a comfortable atmosphere, CPME prescribes general rules of conduct to help everyone work together efficiently and effectively. By accepting an appointment to a CPME committee or as a CPME representative, the volunteer has a responsibility to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict an individual's rights, but rather to be certain that everyone understands and respects the conduct that is expected and necessary. When each person is aware that he/she can fully depend upon fellow individuals to follow the rules of conduct, CPME can function smoothly and effectively.

### **Standards of Conduct**

In general, each person is expected to act in a mature, professional, and responsible way at all times. Questions regarding any type of conduct may be referred to the chair of the Council, the chair of any committee, and/or the director of the Council.

The following list of unacceptable activities is not necessarily exhaustive, and should be kept in mind when participating in and conducting Council activities and when working with Council staff.

1. Violation of any rule or disregard for security or safety rules where CPME activities are conducted (i.e., an institution undergoing evaluation, the APMA building, any hotel or resort hosting a CPME meeting, any off-site location where CPME individuals are gathered).
2. Being intoxicated or under the influence of a controlled substance during meetings, on-site evaluations, or while conducting other business as a representative of CPME. This does not include medications prescribed by a physician that do not impair work performance. This does not preclude the reasonable and controlled use of alcohol at CPME social events.
3. Threatening, intimidating, or coercing fellow CPME representatives while conducting CPME business at any time, for any purpose. Engaging in acts of violence or making threats of harm or violence toward anyone while conducting CPME business or representing CPME. Obscene or abusive language or indifference or rudeness toward any individual involved in CPME activities or contacted during official CPME business.
4. Any act of harassment, sexual, racial, or other. Sexual harassment, whether explicit or implicit, is unacceptable whether it takes place during, in connection with, or at any other time when in contact with individuals involved in CPME activities (staff, volunteers, evaluators, etc.). Inappropriate fraternization or intimate relationships with CPME staff, evaluators, committee members, and individuals contacted during a visit.

5. Dishonesty including but not limited to falsification or misrepresentation on the application to be an evaluator or alteration of CPME records or documents (e.g., on-site evaluation team report).
6. Violating the confidentiality agreement, giving confidential or proprietary CPME documents to other organizations, or failure to abide by the conflict of interest policy.
7. Spreading malicious gossip and/or rumors; engaging in behavior that creates discord and lack of harmony; interfering with a staff member or volunteer on the job; encouraging sub-par work effort or product.

## **Disciplinary Actions**

Under most circumstances, the Council chair, committee chairs, and CPME director are expected to follow the procedure outlined below. Particular situations may exist, however, in which the nature of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the Council may elect to repeat a disciplinary step.

Unacceptable behavior may be addressed in one or all of the following ways:

1. Counseling
2. Written Censure
3. Dismissal from Council activities

### Counseling

When a problem in one of the previously-outlined areas arises, the individual will be counseled in developing an effective solution. If the individual fails to respond to counseling, or an incident occurs that requires formal discipline, the following procedures may be implemented.

#### Written Censure

If the behavior or violation persists, the Council or committee chair will send the individual a written censure, and a subsequent discussion with the individual will emphasize the seriousness of the issues and the need for immediate remedy to the problem.

#### Dismissal from Council activities

Certain behavior or negligent acts that are viewed to significantly jeopardize the work, activities, or goal achievement of CPME may be the basis for immediate dismissal of an individual from Council activities. In such cases, the individual will be given an official letter from the Council chair and CPME Director outlining the basis for the proposed dismissal and an opportunity for the individual to respond in writing. The response time shall not exceed two weeks from the date of the letter proposing immediate dismissal. Information in the response will be considered in taking action to dismiss with or without reason or in determining whether some other action is to be pursued in lieu of immediate dismissal.



## **Complaint Procedure**

### Reporting a complaint

An individual believing that a violation of the *Standards of Conduct* has occurred should immediately report the incident to the Council chair, Council director, and/or a committee chair with whom s/he feels comfortable speaking. The individual may on his/her own attempt to mediate an interaction or behavior that s/he believes is inappropriate or offensive prior to seeking implementation of this policy.

### Inquiry Procedure

Once a report is made, the Council director and the Council chair will take steps within a reasonable time to conduct an inquiry and provide the opportunity for appropriate views, including rebuttals, to be presented to all involved parties. The director of CPME and the Council chair then render a decision, including any recommendations or actions to be taken. The decision is communicated in writing to all parties involved.

### Confidentiality

Any allegation that a violation of the *Standards of Conduct* has occurred is to be handled in a confidential manner to protect the privacy of persons involved.