

April 2023

The [CPME 900, Bylaws](#) were revised and adopted at the Council's spring meeting to modify the composition of the Residency Review Committee, update pronouns used within the bylaws, and remove a reference to political entities within the conflicts of interest rules.

At the Accreditation Committee and Council meetings all survey results and comments were reviewed regarding the interim review of [CPME 120, Standards and Requirements for Accrediting Colleges of Podiatric Medicine](#) and [CPME 130, Procedures for Accrediting Colleges of Podiatric Medicine](#). The Council adopted the revised documents with an implementation date of the April 22, 2023.

The Executive Committee and Council reviewed survey results and comments regarding Draft I of the [CPME 820, Standards and Requirements for Approval of Podiatric Fellowships](#) and [CPME 830, Procedures for Approval of Podiatric Fellowships](#) and recommended adoption. The Council approved the documents with an implementation date of July 1, 2023.

October 2022

The Council updated the CPME 900, *Bylaws* at the October meeting to add the definition of a consultant. An additional bylaw revision approved at the meeting and eligible for adoption at the spring meeting of the council includes updating the number of representatives on the Residency Review Committee to include two representatives from the AACPM Council of Teaching Hospitals instead of one and including two at-large representatives from residency programs instead of one.

April 2022

The Council updated the CPME 900, *Bylaws* to:

- Clarify language concerning Ad Hoc Appeals Committees to meet the requirements outlined in CPME 935b, *Guidelines for the Conduct of Appeals and Arbitration by Residencies, Fellowships, Providers of Continuing Education, and Specialty Boards*.
- Move the Nominating Committee to a standing committee of the Council and update the committee's composition and rules. The Nominating Committee now consists of the Executive Committee of the Council.
- Modify the composition of the Residency Review Committee to include at least one at-large representative to be selected by the Council.
- Modify the CPME *Bylaws* language to match that of the updated CPME-APMA Memorandum of Agreement.
- Modify the language concerning CREC membership to include the director of the Council, or their designee.
- Change the name of the JCRSB to the Specialty Board Recognition Committee (SBRC).
- Update the language within the *Bylaws* to match the terminology within CPME 120/130 concerning preaccreditation (previously termed "provisional accreditation").
- Update the process concerning appointing specialty board organizations to a CPME ad hoc committee.
- Clarify that ad hoc advisory committees do not modify CPME policy documents.
- Clarify that Council and Committee members are precluded from serving as consultants while serving as a member of the Council or a standing committee.
- Remove the notation that the CPME *Bylaws* are reviewed by an ad hoc committee.
- Correct an inconsistency concerning appointments to external committees.
- Clarify language concerning ex-officio member rules and responsibilities.
- Correct an error concerning term limits for evaluators.

The CPME *Policies and Miscellaneous Documents* was updated at the April 2022 meeting to reflect the changes made to the CPME *Bylaws*.

October 2021

CPME 900, *Bylaws* and CPME Policies and Miscellaneous Documents:

The Council updated the *CPME Bylaws* and *CPME Policies* documents at the October 2021 meeting to add the Joint Committee on the Recognition of Specialty Boards (JCRSB) as a standing committee of the Council with an interim policy created to conform with the newly adopted *CPME Bylaws*. The interim policy will remain in effect until the underlying JCRSB documents, CPME 220 and CPME 230, can be revised and updated to reflect the new CPME/JCRSB Bylaw revisions including its membership. To reflect that the JCRSB is now a standing committee of the Council, the Council determined that the name of the JCRSB will be changed to the Specialty Board Recognition Committee (SBRC) and that the Council should initiate the name change immediately, pending adoption of the *CPME Bylaw* change at the Council's April 2022 meeting. This change is necessary because the JCRSB is no longer a "joint" committee of the APMA and CPME and is now a CPME standing committee.

CPME 120, 130, [935a](#), and [935b](#) Adopted

Following a call for comment period from the community of interest, CPME has adopted the revisions to CPME 120, *Standards and Requirements for Accrediting Colleges of Podiatric Medicine*; CPME 130, *Procedures for Accrediting Colleges of Podiatric Medicine*; CPME 935a, *Guidelines for the Conduct of Appeals by Colleges of Podiatric Medicine*; and CPME 935b, *Guidelines for the Conduct of Appeals by Residencies, Fellowships, Providers of Continuing Education, and Specialty Boards*. The revised documents go into effect immediately.

April 2021

CPME 900, *Bylaws*:

The *CPME Bylaws* were revised and adopted at the April 24th Council meeting to address the procedures concerning guests signing the conflict of interest and confidentiality statement, CPME elections, clarification of the administrator member on the Accreditation Committee, and creation of an appeals panel pool for college appeal processes.

An additional *Bylaw* revision was reviewed and approved, which is eligible for adoption at the fall meeting of the Council, to address adding the Joint Committee on the Recognition of Specialty Boards (JCRSB) as a standing committee of the Council per the recent APMA House of Delegates decision.

CPME Policies and Miscellaneous Documents:

Policy changes included clarifying the ad hoc committee procedures used by all Council committees.

October 2020

CPME 900, *Bylaws*:

- Changed reference to conference calls to video/conference calls due to the frequent use of virtual platforms such as Zoom due to the COVID-19 pandemic.
- Concerning external committees: The *CPME Bylaws* did not include a process to be following for CPME representation on non-CPME/external committees. The *Bylaws* now state that the chair of the Council will be solely responsible for the appointment of representatives of CPME to any external (non-CPME) committees.
- Adding within the *Bylaws* that CPME accepts both electronic and handwritten signatures. The *Bylaws* now state that all Council members, committee members, and public members must sign, either electronically or handwritten, the CPME conflict of interest and confidentiality policies statement annually.
- Concerning the visitor policy, non-executive sessions of the Council and its committees may be attended by guests and/or observers who register in advance. Previously the *Bylaws* had stated the meetings were open to the public without any guidance as to what that might mean.
- Added that the chair of an Ad Hoc Advisory Committee may be a Council member or a former Council member.

[CPME 925, Complaint Procedures](#) - References to administrative probation were removed as this category is either removed or in process of being removed from all CPME documents.

CPME 935a, *Guidelines for the Conduct of Appeals by Colleges of Podiatric Medicine* and CPME 935b, *Guidelines for the Conduct of Appeals by Residencies, Fellowships, Providers of Continuing Education, and Specialty Boards* - Language updated to align with the US Department of Education new regulations that went into effect July 1, 2020.

The Council approved the following for the conduct of virtual on-site evaluations for approved colleges of podiatric medicine:

[CPME Virtual Site Visit Guidelines For Colleges of Podiatric Medicine](#)

[CPME Virtual Site Visit Policy](#)

[CPME Virtual Site Visit Guide](#)

June 2020

CPME 330, *Procedures for Approval of Podiatric Medicine and Surgery Residencies* and CPME 830, *Procedures for Approval of Podiatric Fellowships* - Emergency addition to both documents due to the COVID-19 pandemic. These additions allow a policy and procedure for on-site teams to conduct virtual site visits. This policy will be updated as needed by the Council.

May 2020

CPME 900, *Bylaws* - A change was made to the eligibility criteria for Council members: The requirement changed from having served on at least three CPME on-site evaluation teams to a college of podiatric medicine, residency programs, fellowship programs, or continuing education providers to having served on at least one CPME on-site evaluation team to a college of podiatric medicine or three CPME on-site evaluation teams to residency programs, fellowship programs, or continuing education providers.

CPME 925, *Complaint Procedures* - The complaint procedures were updated to clarify that evidence of exhausting internal procedures does not have to be provided if the complainant can demonstrate that no internal procedures exist **for a provider of continuing education only**. (emphasis added)

October 2019

CPME 900, *Bylaws* - The CPME *Bylaws* were updated to clarify the e-ballot voting procedures.

CPME Policies and Miscellaneous Documents - The policies were updated to include the fellowship evaluation and program transfer fees and the policy on the use of the CPME logo.

April 2019

CPME 900, *Bylaws* - The CPME *Bylaws* were updated at the Council's April 2019 meeting to address:

- the length of terms for Accreditation Committee, Continuing Education Committee, Residency Review Committee, and Nominating Committee members;
- the number of members on the Continuing Education Committee;
- consistency with the CREC Bylaws language;
- the voting procedure for election of the chair and vice-chair; and
- nondiscrimination.

October 2018

CPME 900, *Bylaws* - The CPME *Bylaws* were updated at the Council's October 2018 meeting to address the recusal policy and voting by e-ballot.

April 2018

CPME 925, *Complaint Procedures* - During the April 2018 meeting, the Council adopted updates made to CPME 925, *Complaint Procedures*, to reflect the revised policy which allows for additional flexibility with processing complaints and to include mention of the fillable complaint form.