

CPME 209b
SPECIALTY BOARD INITIAL RECOGNITION APPLICATION
COUNCIL ON PODIATRIC MEDICAL EDUCATION

May 2025

APPLICATION PROCESS FOR INITIAL RECOGNITION OF A SPECIALTY BOARD

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

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

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

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

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

APPLICATION REVIEW AND RECOGNITION ACTION

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

Following review of a specialty board's initial recognition application, the SBRC will make one of the following recommendations to the CPME:

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

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