CPME POLICIES AND MISCELLANEOUS DOCUMENTS

October 2026

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ANNUAL SCHEDULE

The following calendar is used by the Council and Council staff in the conduct of yearly meeting activities. This list pertains only to primary Council meetings. Although the schedule should be followed whenever possible, staff is provided some discretion in the flexibility of the schedule should unforeseen circumstances arise.

January/February

Meetings:

- Specialty Board Recognition Committee

March

Meetings:

- Continuing Education Committee
- Residency Review Committee
- Collaborative Residency Evaluator Committee

April

Meetings:

- Accreditation Committee
- Budget Planning Committee
- Executive Committee
- CPME

July

Meetings:

- Nominating Committee

September

Meetings:

- Continuing Education Committee
- Residency Review Committee

October

Meetings:

- Accreditation Committee
- Budget Planning Committee
- Executive Committee
- CPME

December

Meetings:

- Collaborative Residency Evaluator Committee

EXPENSE REIMBURSEMENT AND TRAVEL POLICIES

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 the RRC or CREC who represent specialty organizations or individual RRC evaluators who participate in workshops 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 executive director. Use of private aircraft is not authorized. Airfare above $800 must be approved in advance by Council staff.

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 and extra leg room seats may be reimbursable with CPME staff prior approval. 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/MILEAGE: Use of personal automobiles for Council travel is at the discretion of the traveler. The association 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 only 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. For reimbursement, provide a screenshot of a mapped-out route indicating the starting and ending location. The total mileage detailed on the map must be equivalent with the mileage listed for reimbursement.

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 the use of public transportation, ride shares, and/or taxis. 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.

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.

COMBINING TRIPS: When combining two business trips or a personal and business trip, CPME should be billed for the pro-rated share of the cost of the trip.

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

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 executive 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, airport lounge access, 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, child care, or in-room mini-bar charges. Any additional costs incurred as a result of a spouse, family member, or other guests 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.

If automobile parking would be more expensive than round-trip taxi, ride-share, or public transportation, volunteers should use the latter.

PER DIEM REIMBURSEMENT: A $225 a day per diem is paid for days on which CPME business is conducted (e.g., regularly scheduled meetings and on-site evaluations). In addition, the per diem allowance is authorized for a travel day before and after days in which in-person business is conducted. This per diem allowance is expected to cover all incidentals, including meals, tips, and ground transportation to and from social activities. The per diem is allotted to be paid for up to two days of regularly scheduled meetings of the Council and its committees. If a regularly scheduled meeting is conducted in a virtual manner (e.g., Zoom), the per diem will be authorized to cover expenses incurred for the day to participate in any virtual meeting. Virtual meetings and conference calls that last more than three hours may pay the per diem as determined by the Council chair in consultation with the committee chair and CPME executive director.

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. The expense report MUST be signed. Expense reports are due within 45 calendar days of travel and may not be reimbursed if received later than 90 calendar days after the trip.

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 and includes a reasonable tip (up to 20%). Taxi fare related to meal functions and other social activities cannot be reimbursed.

TOLLS: Reimbursement is authorized for tolls incurred during business travel. Receipts must be provided for all tolls. For tolls unaccompanied by a receipt, this should be noted.

TRAVEL STIPEND OPTION: Travelers may choose to receive either a direct reimbursement or a travel stipend for trips of two days or more. Direct reimbursement is dependent on the total amount verifiable with receipts, maps, documentation, etc. as detailed below. A travel stipend is a flat rate of $175 and does not require verifying documentation. The travel stipend is one flat rate for the entire travel period. Each option covers costs associated with travel including personal automobile mileage, automobile rental, parking, tolls, taxi/limo fare, gas, etc. Airfare and accommodations are not included in the travel stipend. The travel stipend is subject to taxation as income.

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 EVALUTION FEES AND OTHER ASSESSMENTS

General Policy about Fees

The Council on Podiatric Medical Education believes that a joint responsibility exists among CPME-recognized institutions/organizations 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 for institutions and organizations that seek CPME accreditation 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. The Council currently employs the following fee schedules:

COLLEGE EVALUATION FEES AND OTHER ASSESSMENTS

The fee schedule was last revised during the October 2026 Council meeting with implementation June 1, 2027. Fees are not refundable.

Fee	Explanation of Fees and Charges
Applicant Status	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 **$10,000**.
Candidate Status Application	An institution seeking candidate status of a new college of podiatric medicine is assessed an application fee of **$20,000**.
Preaccreditation	An institution seeking preaccreditation of a new college of podiatric medicine is assessed a fee of **$20,000**.
On-Site Evaluation (Comprehensive and Focused On-Sites)	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. **Comprehensive Site Visits:** Payment of a **$15,000** preassessment is requested from the institution prior to each comprehensive evaluation visit. The institution is billed for any costs beyond the preassessment following the visit. **Focused Site Visits:** Payment of a **$5,000** preassessment is requested from the institution prior to each focused site visit evaluation. The institution is billed for any costs beyond the preassessment following the visit.

Annual Assessment	Institutions are assessed an annual continuation fee of **$8,000**.
Substantive Modifications	Any college requesting a substantive modification is assessed a fee prior to the committee meeting at which the modification will be considered. (For additional information on substantive modifications, see pages 22–29 of CPME 130.) **Minor substantive modifications:** Payment of the **$10,000** preassessment fee is required from the institution prior to review. Minor substantive modifications include: • Substantial change in the established educational mission or objectives of the college • Change in the location of the institution • Change in the legal status or form of control, or ownership, of the institution • Addition of instruction which represents a significant departure, in terms of curriculum content or method of delivery, from the curriculum as offered at the last on-site evaluation of the college of podiatric medicine • Change in the way student progress is measured, including whether progress is measured in clock hours or credit hours, semesters, trimesters, or quarters, or uses time-based or non-time-based methods • An increase or decrease in the length of the curriculum • Contracting with a non-Title IV certified institution for greater than 25 and up to 50 percent of a college's educational program • Acquisition of any other institution or any program or location of another institution • Addition of a permanent location at which a teach-out is being conducted for students of another institution that has ceased operations before all students have completed their program of study. **Major substantive modifications:** Payment of the **$20,000** preassessment fee is requested from the institution prior to review. Major substantive modifications include: • Addition of a new location or branch campus/additional location
Appeal of an Adverse Action	Any college requesting to appeal an adverse action will be billed **$10,000** prior to the appeal. Colleges are billed for any additional costs over **$10,000** following the appeal.

CERTIFYING BOARD FEES AND OTHER ASSESSMENTS

The fee schedule was last revised during the October 2026 Council meeting with implementation June 1, 2027. Unless otherwise indicated, fees are not refundable.

Fee	Explanation of Fees and Charges
Application	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 Specialty Board Recognition Committee.
Annual Recognition Assessment	Recognized certifying boards are assessed an annual fee of **$6,000 plus $3.50** per diplomate.
RRC Administrative	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).
Appeal of an Adverse Action	Any certifying board requesting to appeal an adverse action will be billed **$10,000** prior to the appeal. Certifying boards are billed for any additional costs over **$10,000** following the appeal.

CONTINUING EDUCATION EVALUATION FEES AND OTHER ASSESSMENTS

The fee schedule was last revised during the October 2026 Council meeting with implementation June 1, 2027. Fees are not refundable.

Fee	Explanation of Fees and Charges
Application	All entities seeking initial accreditation as a provider of continuing education in podiatric medicine are assessed an application fee of **$5,000**.
Annual Assessment	Providers of continuing education in podiatric medicine are assessed an annual fee. Providers are assessed a fee based on the number of continuing education activities provided **plus $1,500** per joint provider identified in the annual report. • **$2,750** for 0-5 activities • **$3,000** for 6-9 activities • **$3,250** for 10-19 activities • **$3,500** for 20-29 activities • **$3,750** for 30-39 activities • **$4,000** for 40 or more activities
Petition Review	Providers of continuing education scheduled for submission of a petition for continued accreditation are assessed **$2,000** prior to the committee meeting at which the petition will be considered.
On-Site Evaluation and Reverse Site Visits	Providers of continuing education scheduled for an on-site evaluation or a reverse site visit are assessed **$4,000** prior to the evaluation. Institutions are billed any additional actual costs over **$4,000** after the on-site evaluation.
Late Fee	Providers that do not submit payment of a required fee by the date identified on the invoice sent by the Council are assessed a late fee of **$700**.
Progress Report Fee	A **$700** progress report fee will be applied beginning with the third progress report until the provider comes into full compliance with the standards and requirements.
Appeal of an Adverse Action	Any provider requesting to appeal an adverse action will be billed **$10,000** prior to the appeal. Providers are billed for any additional costs over **$10,000** following the appeal.

RESIDENCY EVALUATION FEES AND OTHER ASSESSMENTS

The fee schedule was last revised during the October 2026 Council meeting with implementation June 1, 2027. Fees are not refundable.

Fee	Explanation of Fees and Charges
Application	Institutions seeking initial accreditation of new podiatric medical residency programs are assessed an application fee of **$2,500**.
Initial On-Site Evaluation	Institutions eligible for on-site evaluation of new podiatric residencies are assessed a **$5,000** pre-visit fee plus actual costs above **$5,000**, which is assessed after the visit.
Annual Assessment	Institutions sponsoring accredited residency programs are assessed an annual fee. Sponsoring institutions are assessed a fee as follows: • **$6,000** for programs with 5 or fewer residents • **$7,500** for programs with 6-11 residents • **$9,000** for programs with 12-17 residents, and • **$11,500** for programs with 18 or more residents.
Reclassification of Accredited Program	Institutions seeking reclassification of CPME-accredited programs are assessed an application fee of **$1,000**.
Authorization to Increase Positions	Institutions sponsoring accredited podiatric residencies are assessed a **$1,000** fee to apply for authorization to increase residency positions.
Resident Transfer	Institutions sponsoring accredited podiatric residencies are assessed a **$750** resident transfer fee if requested within the first 30 calendar days of the resident's transfer into the new program and **$1,500** if the institution notifies CPME of a resident transfer after 30 calendar days. The institution accepting the resident is responsible for paying the fee.
Authorization to Grant One-time Certificate	Institutions sponsoring accredited podiatric residencies are assessed a **$500** fee to request authorization to grant a residency certificate on a one-time basis.
On-Site Evaluation Observers	ABFAS and ABPM pay the actual costs of their respective **observers** to participate on residency evaluation teams. The Council assumes the costs of all other observers on evaluation teams.
Focused On-Site Evaluation Fee	An institution to be evaluated by the Council through a focused site visit is responsible for paying the full and actual costs associated with the on-site evaluation visit. **Focused Site Visits:** Payment of a **$5,000** preassessment is requested from the institution prior to each focused site visit evaluation. The institution is billed for any costs beyond the preassessment following the visit.

Progress Report Fee	If an institution must submit a progress report, a **$700** fee will be applied beginning with the second progress report, after the initial team report response, to come into compliance with the standards and requirements. The program may be placed on probation following the review of the second progress report and the **$700** fee will continue to be applied for each progress report submitted until the issue is fully corrected and full accreditation is granted (i.e., accreditation with no report), or the program's accreditation status is withdrawn.
Late Fee	Institutions that do not submit payment of a required fee by the date identified on the invoice sent by the Council are assessed a late fee of **$700**.
Residency Program Transfer Fee	Institutions making a transfer request of institutional sponsorship of an accredited podiatric residency program are assessed a residency program transfer fee of **$1,000**.
Appeal of an Adverse Action	Institutions seeking to appeal an adverse action determined by the Council must submit a fee of **$10,000** 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 **$10,000** after the appeal.

FELLOWSHIP EVALUATION FEES AND OTHER ASSESSMENTS

The fee schedule was last revised during the October 2026 Council meeting with implementation June 1, 2027. Fees are not refundable.

Fee	Explanation of Fees and Charges
Application	Institutions seeking initial accreditation of new podiatric medical fellowship programs are assessed an application fee of **$2,500**.
Initial On-Site Evaluation	Institutions eligible for on-site evaluation of new podiatric fellowships are assessed a **$5,000** pre-visit fee plus actual costs above **$5,000**, which is assessed after the visit.
Annual Assessment	Institutions sponsoring accredited fellowship programs are assessed an annual fee. Sponsoring institutions are assessed a fee of **$4,000** per program.
Authorization to Increase Positions	Institutions sponsoring accredited fellowships are assessed a **$1,000** fee to apply for authorization of increased fellowship positions.
Focused On-Site Evaluation Fee	An institution to be evaluated by the Council through a focused site visit is responsible for paying the full and actual costs associated with the on-site evaluation visit. **Focused Site Visits:** Payment of a **$5,000** preassessment is requested from the institution prior to each focused site visit evaluation. The institution is billed for any costs beyond the preassessment following the visit.
Late Fee	Institutions that do not submit payment of a required fee by the date identified on the invoice sent by the Council are assessed a late fee of **$700**.
Appeal of an Adverse Action	Institutions seeking to appeal an adverse action determined by the Council must submit a fee of **$10,000** 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 **$10,000** after the appeal.

OTHER FEES

The schedule for other fees was last revised in October 2026 with implementation June 1, 2027. Fees are not refundable.

ARBITRATION: The institution's Notice of Intent to Arbitrate must be accompanied by payment of a non-refundable fee of $2,000 to cover the administrative expense of the Council in connection with the proceeding.

The American Arbitration Association (AAA) charges a fee for providing administrative services for an arbitration proceeding for which the institution requesting arbitration is entirely responsible. The amount of the fee is specified in the current schedule of fees maintained by the AAA. (See CPME 935a and CPME 935b for details.)

APPEALS: Institutions requesting appeals of adverse actions are assessed $10,000 prior to the appeal. Institutions are billed any additional actual costs over $10,000 after the appeal.

COMPLAINTS: In the event of a formal complaint being directed to an accredited 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.

CREDIT CARD PROCESSING FEE: To offset the costs incurred from credit card companies and payment processors, a non-refundable 3% fee is applied to all credit card transactions beginning October 1, 2026. The fee will appear as a separate line item on the invoice and receipt when payment is initiated by credit card.

LATE FEE: $700 fee for each of the Council's activity areas. If payment is not received by the initial due date on the invoice, CPME will issue an invoice for the late fee and provide an additional 15 calendar days for payment. If payment is not received within 90 calendar days from the initial due date, CPME will consider probationary accreditation status. Failure to submit the fee is cause for the Council to place the sponsor on probation and subsequently consider withdrawal of accreditation.

VERIFICATION OF INSTITUTION ACCREDITATION RECORDS: A $75 fee is charged for requests for verification of institution accreditation records that are not available on the CPME website, including:

- Verification of accreditation status for programs during a specific time period (commonly requested by the VA)
- Requests for initial accreditation dates
- Requests for historical program approval categories
- Requests for previous program or institution names
- Requests from program directors regarding historical program information
- Other requests requiring archival research of CPME accreditation records

For requests involving verification of a large number of VA programs submitted at one time, a flat fee of $75 will apply. The $75 fee will be waived for requests from accredited programs seeking verification of their CPME accreditation status within the past six years for audit purposes.

VERIFICATION OF RESIDENCY COMPLETION: Requests for verification of an individual's completion of an accredited residency and/or accredited fellowship training program must be submitted in writing. The fee for verifications is $75 and is charged to all individuals and entities.

INTEGRITY POLICY

The provision of false or misleading information or the failure to provide material information may affect accreditation 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 or recognition status.

Approved – April 2016

USE OF CPME LOGO POLICY

The CPME logo may only be used in conjunction with the CPME accreditation or recognition statement on materials or websites of accredited colleges of podiatric medicine, accredited 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 webpage.

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

Approved – October 2019

CONFIDENTIALITY AND CONFLICT OF INTEREST

Council on Podiatric Medical Education (Council or CPME) volunteers are asked to review the confidentiality rules and 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. Individuals must also include in their disclosure the relevant financial relationships of a spouse or domestic partner. Such disclosure may be made by the member or staff directly or about another member or staff.

All meetings are held under the Chatham House Rule:
When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

PUBLIC MEMBERS
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 preaccredited by the agency or has applied for accreditation, preaccreditation, 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.

- By signing my name, I hereby affirm that I am 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.

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. Under no circumstances shall a Council or Committee member discuss the details of a particular institution, organization, or program with anyone other than Council or Committee members and staff. 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 executive director.

- I agree:

CONFLICT OF INTEREST

The Council strives to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities. The Council expects all individuals involved in any relationship with an organization that entails a leadership role to declare potential conflicts of interest as they appear. A "leadership role" is defined as holding a position on the organization's board of directors, serving as a committee chair, or being employed by such organization. All Council representatives, including Council members, committee members, evaluators, consultants, and staff, shall have the freedom to exercise their independent judgment without any undue pressure or perceived alliance to any organization or institution that the Council recognizes or to any entity within the podiatric medical profession.

No Council representative as specified above may participate in any way in decisions in which they have a pecuniary or personal interest (or the appearance of same) or with respect to which, because of either present organizational, institutional, or program association or organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member), they have divided loyalties or conflicts (or the appearance of same) on the outcome of the decision. This restriction is not intended to prevent participation and decision-making in matters which have no direct or substantial impact on the organization, institution, or program with which the Council representative is associated.

Council representatives are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists. A Council representative who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or provider of continuing education in podiatric medicine must remove themself from all deliberations when their institution, organization, or program is being considered.

A Council representative must remove themselves from any deliberation, discussion, and voting on any matters pertaining to programs, institutions, or organizations for which they have served as an on-site evaluator until an accreditation action has been taken by the Council.

Council members and standing committee members are precluded from serving as hired/retained consultants to colleges of podiatric medicine, residencies, fellowships, providers of continuing education in podiatric medicine, specialty boards, or other institutions or organizations within the jurisdiction of the Council, while serving as a member of the Council or standing committee.

Council representatives are precluded from accepting gifts, entertainment, etc., from programs, institutions, or organizations for which the Council has professional oversight.

- I agree:

Serving as a volunteer within the profession such as serving on a committee of an organization such as APMA, COTH, ACFAS, ACPM, ABPM, ABFAS, NBPME, as a part of case review, or as an exam writer, would not be considered conflicts.

Review the list of CPME-accredited colleges, programs, providers, and institutions and notate on the conflict of interest form the following:

- Any CPME-accredited residency/fellowship program, continuing education provider, or college where you have lectured and received an honorarium (or other such payment)
- The CPME-accredited programs/colleges/institutions/organizations where you have worked during the past five years
- The CPME-accredited programs/colleges/institutions/organizations where you have been a finalist for a job within the past five years
- All other CPME-accredited programs/colleges/institutions/organizations with which you have a pecuniary or personal interest (or the appearance of same)
- All CPME-accredited programs/colleges/institutions/organizations with which you have divided loyalties or conflicts (or the appearance of same) on the outcome of the decision
- The specialty board if you are on the board of directors, have a pecuniary interest, have a personal interest, or have the appearance of divided loyalty/conflict with the recognized specialty boards
- All CPME-accredited continuing education providers where you have been a speaker, planner, reviewer, content author, moderator, and/or faculty

As background information, list the CPME-accredited college where you received your DPM degree (or a non-DPM degree if it is a CPME-accredited college) and where you completed your residency or fellowship training (if applicable).

College Attended:	
Residency Program(s) Attended:	
Fellowship Program Attended:	

COLLEGES:
You are not considered in conflict if you only attended the college.
You are considered in conflict if you:

- are affiliated in an official capacity
- have a financial/pecuniary or personal interest (or the appearance of one)
- received compensation from a CPME-accredited/recognized entity
- have a program association
- had an organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member)
- were a job finalist during the past five years
- have divided loyalties or conflicts or the appearance thereof

I have a conflict with:	

RESIDENCIES:
You are not considered in conflict if you only attended the residency program.
You are in conflict if you:

- are affiliated in an official capacity
- have a financial/pecuniary or personal interest (or the appearance of one)
- received compensation from a CPME-accredited or recognized entity
- have a program association
- had an organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member)
- were a job finalist during the past five years
- have divided loyalties or conflicts or the appearance thereof

I have a conflict with:	

FELLOWSHIPS:
You are not considered in conflict if you only attended the fellowship program.
You are in conflict if you:

- are affiliated in an official capacity
- have a financial/pecuniary or personal interest (or the appearance of one)
- received compensation from a CPME-accredited/recognized entity
- have a program association
- had an organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member)
- were a job finalist during the past five years
- have divided loyalties or conflicts or the appearance thereof

I have a conflict with:	

SPECIALTY BOARDS:
You must disclose if you are on the board of directors or have held a leadership position with the specialty board within the past 5 years, have a pecuniary interest, have a personal interest, or have the appearance of a divided loyalty/conflict with the recognized specialty boards.

Serving as a volunteer within the profession such as serving on a committee of an organization such as APMA, COTH, ACFAS, ACPM, ABPM, ABFAS, NBPME, as a part of case review, or as an exam writer, would not be considered conflicts.

I have a conflict with:	

CONTINUING EDUCATION:
You are not considered in conflict if you only attended a program as a learner. This includes exam committee members and reviewers for ABFAS, ABPM, COTH and NBPME.
You are in conflict if you:

- have lectured for an accredited provider in the past 12 months
- are under contract with a provider
- have an ongoing financial relationship with a provider
- are a planner, reviewer, and/or moderator
- are affiliated in an official capacity
- have a financial/pecuniary or personal interest (or the appearance of one)
- received compensation from a CPME-accredited or recognized entity
- have a program association
- had an organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member)
- were a job finalist during the past five years
- have divided loyalties or conflicts or the appearance thereof

I have a conflict with:	

EMPLOYMENT:

Current Employer including all health systems:	
Employers during the past five years including all health systems:	
CPME-accredited programs/ colleges/ institutions/organizations where you have been employed or a finalist for a job within the past five years.	

OTHER CONFLICTS:
Note ALL other actual or perceived conflicts of interest you have that are not listed above. This includes all of your financial relationships within podiatric medicine.

I have been a consultant for:	
Other actual or perceived conflicts:	
Disclosure related to the relevant financial relationships of a spouse or domestic partner	

SIGNATURES:

- By signing my name, 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 CPME 900, Bylaws.
- By signing my name, I am attesting that I have disclosed all of my actual and perceived conflicts of interest.
- Date:

CPME OBSERVER'S CONFIDENTIALITY STATEMENT

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 accreditation, 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 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 executive director.

Date: _____ Signature: _____

Name Printed: _____

_____ Accreditation Committee

_____ Budget Planning Committee

_____ Continuing Education Committee

_____ Executive Committee

_____ Nominating Committee

_____ Residency Review Committee

_____ Specialty Board Recognition Committee

AGREEMENT NOT TO RECORD AND DISTRIBUTE

For Virtual Meetings of the Council on Podiatric Medical Education and its Committees

The Council on Podiatric Medical Education (CPME or Council) wishes to establish and maintain a fair, equitable, and confidential meeting process during all meetings of the Council and its committees, held either in person or virtually. All guests present during any portion of any CPME meeting will neither record nor distribute any part of the meeting conducted on a virtual platform (e.g., Zoom). This includes screenshots, still photos, audio recording, and video recording and applies regardless of whether the state in which the guest is located at the time of the CPME meeting requires only one-party consent.

Signature: _____

By entering my name above, I am attesting that I have read and hereby agree to abide by the terms of CPME's Agreement to Not Record and Distribute policy. Note that both electronic and handwritten signatures are accepted.

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

Non-executive sessions of the Council and its committees may be attended by guests and/or observers who register in advance. 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 and its committees are not open to the public. Consideration of accreditation or 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 attending a meeting of one of the Council's committees must sign the CPME conflict of interest and confidentiality policies statement.

Last reviewed – April 2021

CPME DATES

Initial College Accreditation

Arizona College of Podiatric Medicine at 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
Lake Erie College of Osteopathic Medicine (LECOM) School of Podiatric Medicine – 2026
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
University of Texas Rio Grande Valley School of Podiatric Medicine – 2025
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

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 they 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 executive 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, any facility, 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 executive 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

<u>Counseling</u>

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 executive 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 executive director, and/or a committee chair with whom they feel comfortable speaking. The individual may on their own attempt to mediate an interaction or behavior that they believe is inappropriate or offensive prior to seeking implementation of this policy.

Inquiry Procedure

Once a report is made, the Council executive 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 executive 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.

COUNCIL ON PODIATRIC MEDICAL EDUCATION
Code of Ethics – Council Members

The Council on Podiatric Medical Education (CPME or Council) holds itself to the highest standards of integrity and impartiality, which are essential to the performance of the Council's work. These standards are also critical to instill confidence in CPME's accreditation and recognition processes. The avoidance of conflicts of interest, even perceived conflicts of interest, by Council volunteers is vital to the maintenance of these standards. Therefore, the Council adopts the following standards of conduct.

1. The Council strives to avoid conflicts of interest or the appearance of conflicts of interest in all aspects of its activities. Council members shall conduct themselves in a manner that avoids a conflict of interest or even the appearance of a conflict of interest for all Council activities. It is the duty of Council members to declare potential conflicts of interest as they arise. Council members are required to review the list of CPME-accredited colleges, programs, providers, and institutions and note any in which the Council member has a pecuniary or personal interest or appearance of the same as well as any organizational, institutional, or program association during the last five years. If a Council member is unsure whether a particular interest should be reported, the Council member shall describe the interest in writing to the Council executive director to assess the appropriate resolution of the conflict. If the Council executive director is unable to achieve resolution, they shall refer the matter to the Council Chair or the Executive Committee as appropriate to issue a final decision.

2. Council members shall declare any conflicts of interest pursuant to paragraph 1 and recuse themselves from any deliberations or votes concerning programs, institutions, and organizations with which a conflict of interest exists. A Council member who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or provider of continuing education in podiatric medicine shall remove themselves from all deliberations when their institution, organization, or program is being considered. Council members must recuse themselves from all deliberations, discussion, and voting on any matters pertaining to programs, institutions, or organizations for which they have served as an on-site evaluator until accreditation action has been taken by the Council.

3. Council members are precluded from accepting gifts, entertainment, loans, gratuities, or other consideration from programs, institutions, or organizations (or individuals affiliated with such) for which the Council has professional oversight.

4. Council members are precluded from serving as hired/retained consultants to colleges of podiatric medicine, residencies, fellowships, providers of continuing

education in podiatric medicine, specialty boards, or other institutions or organizations within the jurisdiction of the Council while serving as a member of the Council or standing committee.

5. Council members shall adhere to the rules of confidentiality outlined in the CPME bylaws. Information concerning actions taken or under consideration by the Council are highly sensitive and confidential. Council members shall never discuss the details of a particular institution, organization, or program with anyone other than Council members and staff. Council members shall not share email communication or other documents that may have been circulated to the Council.

6. Council members shall not initiate any official correspondence with institutions or organizations within the jurisdiction of the Council and shall forward immediately to the office of the CPME executive director any correspondence of an official nature they receive. A Council member shall not speak on behalf of the Council, make any commitments, nor enter into any agreements on behalf of the Council without authorization of the Council.

7. Council members shall exercise their due diligence to become familiar with CPME's standards and the bylaws and rules of procedure for the Council.

8. Council members are expected to attend all CPME meetings and meetings of committees to which they are appointed. Council members are expected to respond to e-ballots and participate in video/conference calls as needed.

9. Council members shall be prepared and actively participate in meetings, offering opinions in rendering decisions regarding accreditation and recognition of institutions, programs, and organizations, as well as the formulation of accreditation policy.

10. Council members shall exercise their independent judgement without any undue pressure or perceived alliance to any organization or institution the Council accredits or recognizes or to any entity within the podiatric medical profession.

11. Council members shall conduct themselves in a professional, impartial, and courteous manner.

12. Alleged violations of the Code of Ethics shall be brought to the immediate attention of the Executive Committee, which shall investigate the alleged violation. After opportunity is provided for the member to address the grounds for dismissal, at their request either in writing or in person, the Executive Committee shall vote to recommend dismissal or vote to refuse to dismiss. If the Committee votes for dismissal, a recommendation is transmitted in writing to the Council by the CPME executive director. The Council may vote to dismiss the offending Council member by at least seven votes.

COUNCIL ON PODIATRIC MEDICAL EDUCATION
Code of Ethics – Committee Members

The Council on Podiatric Medical Education (CPME or Council) holds itself to the highest standards of integrity and impartiality, which are essential to the performance of the Council's work. These standards are also critical to instill confidence in CPME's accreditation and recognition processes. The avoidance of conflicts of interest, even perceived conflicts of interest, by Council volunteers is vital to the maintenance of these standards. Therefore, the Council adopts the following standards of conduct.

1. The Council strives to avoid conflicts of interest or the appearance of conflicts of interest in all aspects of its activities. CPME committee members shall conduct themselves in a manner that avoids a conflict of interest or even the appearance of a conflict of interest for all Council activities. It is the duty of CPME committee members to declare potential conflicts of interest as they arise. CPME committee members are required to review the list of CPME-accredited colleges, programs, providers, and institutions and note any in which the CPME committee member has a pecuniary or personal interest or appearance of the same as well as any organizational, institutional, or program association during the last five years. If a CPME committee member is unsure whether a particular interest should be reported, the CPME committee member shall describe the interest in writing to the Council executive director to assess the appropriate resolution of the conflict. If the Council executive director is unable to achieve resolution, they shall refer the matter to the Council Chair or the Executive Committee as appropriate to issue a final decision.

2. CPME committee members shall declare any conflicts of interest pursuant to paragraph 1 and recuse themselves from any deliberations or votes concerning programs, institutions, and organizations with which a conflict of interest exists. A CPME committee member who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or provider of continuing education in podiatric medicine shall remove themselves from all deliberations when their institution, organization, or program is being considered. CPME committee members must recuse themselves from all deliberations, discussion, and voting on any matters pertaining to programs, institutions, or organizations for which they have served as an on-site evaluator until the accreditation action has been taken by the Council.

3. CPME committee members are precluded from accepting gifts, entertainment, loans, gratuities, or other consideration from programs, institutions, or organizations (or individuals affiliated with such) for which the Council has professional oversight.

4. CPME committee members are precluded from serving as hired/retained consultants to colleges of podiatric medicine, residencies, fellowships, providers of continuing education in podiatric medicine, specialty boards, or other institutions or organizations within the jurisdiction of the Council while serving as a member of a Council standing committee.

5. CPME committee members shall adhere to the rules of confidentiality outlined in the CPME bylaws. Information concerning actions taken or under consideration by the Council are highly sensitive and confidential. CPME committee members shall never discuss the details of a particular institution, organization, or program with anyone other than CPME committee members and staff. CPME committee members shall not share email communication or other documents that may have been circulated to the CPME committee members.

6. CPME committee members shall not initiate any official correspondence with institutions or organizations within the jurisdiction of the Council and shall forward immediately to the office of the CPME executive director any correspondence of an official nature they receive. A CPME committee member shall not speak on behalf of the Council, or any of its committees, make any commitments, nor enter into any agreements on behalf of the Council or any of its committees without authorization of the Council.

7. CPME committee members shall exercise their due diligence to become familiar with CPME's standards and the bylaws and rules of procedure for the Council.

8. CPME committee members are expected to attend all meetings of committees to which they are appointed. CPME committee members are expected to respond to e-ballots and participate in video/conference calls as needed.

9. CPME committee members shall be prepared and actively participate in meetings, offering opinions in rendering decisions regarding accreditation and recognition of institutions, programs, and organizations, as well as the formulation of accreditation policy.

10. CPME committee members shall exercise their independent judgement without any undue pressure or perceived alliance to any organization or institution the Council accredits or recognizes or to any entity within the podiatric medical profession.

11. CPME committee members shall conduct themselves in a professional, impartial, and courteous manner.

12. Alleged violations of the Code of Ethics shall be brought to the immediate attention of the Executive Committee, which shall investigate the alleged violation. After opportunity is provided for the member to address the grounds for dismissal, at their request either in writing or in person, the Executive Committee shall vote to recommend dismissal or vote to refuse to dismiss. If the Committee votes for

dismissal, a recommendation is transmitted in writing to the Council by the CPME executive director. The Council may vote to dismiss the offending CPME committee member by at least seven votes.

CODE OF ETHICS – ON-SITE EVALUATION MEMBERS

COUNCIL ON PODIATRIC MEDICAL EDUCATION
Code of Ethics – On-Site Evaluators

The Council on Podiatric Medical Education (CPME or Council) holds itself to the highest standards of integrity and impartiality, which are essential to the performance of the Council's work. These standards are also critical to instill confidence in CPME's accreditation and recognition processes. The avoidance of conflicts of interest, even perceived conflicts of interest, by Council volunteers is vital to the maintenance of these standards. Therefore, the Council adopts the following standards of conduct.

1. The Council strives to avoid conflicts of interest or the appearance of conflicts of interest in all aspects of its activities. CPME volunteers shall conduct themselves in a manner that avoids a conflict of interest or even the appearance of a conflict of interest for all Council activities. It is the duty of CPME volunteers to declare potential conflicts of interest as they arise. CPME volunteers are required to review the list of CPME-accredited colleges, programs, providers, entities, and institutions and note any in which the CPME volunteer has a pecuniary or personal interest or appearance of the same as well as any organizational, institutional, or program association during the last five years. If a CPME volunteer is unsure whether a particular interest should be reported, the CPME volunteer shall describe the interest in writing to the Council executive director to assess the appropriate resolution of the conflict. If the Council executive director is unable to achieve resolution, they shall refer the matter to the Council Chair or the Executive Committee as appropriate to issue a final decision.

2. CPME volunteers shall declare any conflicts of interest pursuant to paragraph 1 and ensure that they are not assigned to evaluate any program, institution, or organization in which a conflict of interest exists.

3. CPME volunteers are precluded from accepting gifts, entertainment, loans, gratuities, or other consideration from programs, institutions, or organizations (or individuals affiliated with such) for which the Council has professional oversight.

4. CPME volunteers are precluded from serving as a site team member for a CPME-accredited college of podiatric medicine, residency program, fellowship program, a provider of continuing education in podiatric medicine, or other institution(s) or organization(s) within the jurisdiction of the Council for which they serve as a hired/retained consultant.

5. CPME volunteers shall adhere to the rules of confidentiality outlined in the CPME bylaws. Information concerning actions taken or under consideration by the Council are highly sensitive and confidential. CPME volunteers shall never discuss the details of a particular institution, organization, or program with anyone other than CPME staff or committee members assigned to review the same institution, organization, or program. CPME volunteers shall not share email communication or other documents that may have been circulated to the CPME volunteers.

6. CPME volunteers shall not initiate any official correspondence with institutions or organizations within the jurisdiction of the Council and shall forward immediately to the office of the CPME executive director any correspondence of an official nature they receive. A CPME volunteer shall not speak on behalf of the Council, or any of its committees, make any commitments, nor enter into any agreements on behalf of the Council or any of its committees.

7. CPME volunteers shall exercise their due diligence to become familiar with CPME's standards and the bylaws and rules of procedure for the Council.

8. CPME volunteers are expected to be prepared and actively participate in all assigned evaluation teams, meetings. and video/conference calls as needed.

9. CPME volunteers shall exercise their independent judgement without any undue pressure or perceived alliance to any organization or institution the Council accredits or recognizes or to any entity within the podiatric medical profession.

10. CPME volunteers shall conduct themselves in a professional, impartial, and courteous manner.

AD HOC ADVISORY COMMITTEE POLICIES

The Council on Podiatric Medical Education (CPME) conducts a comprehensive review of its procedural documents six years following completion of its last comprehensive review. The comprehensive review is completed by a CPME-appointed Ad Hoc Advisory Committee as prescribed in the CPME Bylaws. An Ad Hoc Advisory Committee is utilized in the document review of the following entities:

- Colleges of Podiatric Medicine (CPME 100 series) *
- Specialty Boards (CPME 200 series)
- Residency Programs (CPME 300 series)
- Continuing Education Programs (CPME 700 series)
- Fellowship Programs (CPME 800 series)

  * CPME 100 series Ad Hoc follows procedure as prescribed in CPME 130.

REPRESENTATION: The Ad Hoc Advisory Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Ad Hoc Advisory Committee. The chair of the Committee shall be a Council member or a former Council member. The chair of the Committee shall transmit a written or oral report to the Council, detailing the progress of the work of the Committee.

Committee members shall represent the organizations within the community of interest relative to the area of activity for which documents and publications are scheduled for review.

The chair of the Committee relative to the area of activity for which documents and publications are scheduled for review shall be an ex-officio member of the Ad Hoc Advisory Committee. Each relevant specialty organization shall be requested to provide a list of names from which the Council chair shall select an appointee for the Committee. The members of the Committee are appointed by the Council chair and confirmed by the Council.

COMMUNITY OF INTEREST: The CPME bylaws identifies the community of interest to include administrators and faculty of the colleges of podiatric medicine, specialty board governing boards, directors of fellowships and residencies, CPME volunteers (i.e., current and former CPME members, committee members, and evaluators), members of the podiatric practice community, students, residents, young members, members of the APMA House of Delegates, members of the APMA Board of Trustees, and directors of continuing education providers.

LENGTH OF TERMS: Terms are limited to the completion of the work of the Committee.

PROCEDURE: The comprehensive review of the standards incorporates the following three major features:

1. Notification about the opportunity for CPME constituents and other interested parties to validate the current standards and provide input about any problems in the interpretation or application of the standards or any gaps that might exist.

2. Broad-based surveys about the standards that solicit input by the community of interest.

3. Periodic review of the standards in a practical, manageable, and consistent way to facilitate sound decision making that results in the validation of the standards.

The first aspect of the systematic review of the standards ensures the opportunity for any interested party to provide input about the standards at any time. Information regarding how to submit comments to CPME is sent to constituents and posted on the CPME website.

All comments must be submitted to CPME in writing; the name, affiliation, and contact information of the individual submitting the comments must be identified.

The second feature in the above list involves solicitation of input about the standards through constituent surveying processes. CPME solicits information through a web-based questionnaire designed to probe participants' understanding and interpretation of the standards, as well as to evaluate each standard for its validity and relevance to the quality of the area of activity. Each standard and requirement, as well as the standards as a whole, are reviewed through this surveying process. The Council additionally solicits input about the standards from on-site evaluators and programs following each on-site evaluation. This review process allows for valuable input from individuals who recently experienced the on-site evaluation and are thus familiar with the accreditation process.

The third feature in the above list formalizes the systematic review and analysis of the information collected, as discussed above. If CPME determines at any point during the review process that it needs to make changes to the standards, the Council will initiate action within 12 months to address the relevant issues. Such action may include convening the Ad Hoc Advisory Committee for the purpose of reviewing the standards and recommending changes to the Council.

The results of the comprehensive review are transmitted to the Council. Before any substantive changes become final, the Council disseminates proposed revisions in policies, standards, requirements, and procedures for comment to the community of interest. The Council will afford the community of interest a defined period of time to comment on the proposed changes and will take into account any comments received on the proposed changes. If the Council determines that additional document revisions are needed based on review of the comments received, the additional revisions will be forwarded to the community of interest for another comment period.

The results of the Committee's review, including recommendations for revisions to standards, requirements, and procedures, are reported to and used by the Council to determine that the

proposed revisions are, in fact, valid and reliable indicators of quality and are accepted commonly by the educational and practice communities. The standards, requirements, and procedures are subsequently revised by the Council. Essential components of this process include, but are not limited to, the following:

- Continual emphasis on the development of well-defined, outcome-specific standards, focusing on multiple measures
- Frequent objective evaluations of compliance, based upon information gathered and verified during routine on-site evaluations and administrative reports
- Comprehensive analysis of individual and group data to identify patterns of performance

Systematic reviews of compliance through committees that examine these data determine their significance and make recommendations for appropriate action. During this review process, consideration also is given to the consequences of these activities on the profession. Such measures evaluate the relevance and clarity of existing standards, profession trends, necessity for follow-up visits, progress reports, and other similar activities. The ultimate objective is to establish a productive cycle of activities that ensures current and meaningful requirements, increased compliance, improved process integrity, and product quality on a continual basis.

Along with the comprehensive review, an interim review of the standards and procedures documents occurs three years after the last comprehensive review. The purpose of the interim review is to “fine-tune” any areas of the documents that may not be functioning appropriately, rather than to propose major changes in direction or philosophy, which would be within the purview of the Ad Hoc Advisory Committee and the Council during its next major review.

The results of the interim review are transmitted to the Council. Before any substantive changes become final, the Council disseminates the proposed revisions to the community of interest. The Council will afford the community of interest a defined period of time to comment on the proposed changes and will take into account any comments received on the proposed changes. If the Council determines that additional document revisions are needed based on review of the comments received, the additional revisions will be forwarded to the community of interest for another comment period.

Use of Artificial Intelligence (AI)

1. Purpose and Scope

The Council on Podiatric Medical Education (CPME) recognizes the potential of Artificial Intelligence (AI), including generative AI, to improve efficiency and assist with accreditation-related work. This policy establishes ethical, secure, and transparent guidelines for AI use by CPME volunteers.

This policy applies to all CPME volunteers when using AI tools for CPME-related business.

Institutions or entities that utilize AI in drafting any material submitted to CPME are responsible for ensuring the accuracy of the information provided.

2. Guiding Principles

Human Oversight: AI may be used only as a supportive tool. AI tools shall not be used to replace professional judgment in evaluating compliance with CPME standards or in making accreditation recommendations or decisions.

Transparency: Any use of AI must be disclosed in the preparation of materials or reports.

Confidentiality and Security: No confidential, sensitive, or proprietary information (including physician names, institution names, or reviewer data) may be entered into AI systems.

Ethical Use: AI use must comply with all applicable federal and state laws and regulations, including, but not limited to privacy, data protection, nondiscrimination, and accreditation-related regulatory requirements.

3. Governance and Oversight

Internal review procedures will be maintained by CPME staff to cover:

- Monitoring and audit of AI use
- Reporting and managing AI-related incidents (e.g., confidentiality issues, inaccurate outputs used in error).

4. Institutional Responsibilities Regarding AI

Institutions and entities accredited or recognized by or seeking accreditation/recognition from CPME that use AI in preparing materials submitted to CPME must:

- Develop and maintain institution-specific AI guidelines or policies consistent with CPME expectations;
- Ensure AI use complies with applicable laws, institutional data governance policies, and privacy/security requirements;

- Disclose AI use as required by CPME and applicable law;
- Maintain responsibility for the accuracy, integrity, and completeness of all submitted information.

5. Permitted Uses of AI

Volunteers and staff may use AI tools, subject to safeguards, for:

Document Support: Summarizing non-confidential reports, highlighting standards, drafting outlines, or providing editing guidance on team report narratives.

Administrative Efficiency: General editing of team reports to comply with editing rules as outlined in the APMA style guide.

6. Prohibited Uses of AI

The following are strictly prohibited:

- Inputting confidential, sensitive, proprietary, or identifying program data into AI tools.
- Relying solely on AI for interpretation, analysis, or decision-making in accreditation matters.
- Using AI outputs without independent human verification.
- Using AI listening devices for recording or summarization purposes.
- Uploading institutional or other sensitive materials.

7. Disclosure

CPME volunteers must disclose material use of AI in accreditation-related work when such disclosure is required by CPME policy or by applicable law or regulation.

The following statement should be included when Artificial Intelligence is used for drafting or editing purposes in evaluation team reports:

Artificial intelligence was used in the drafting of this narrative. No confidential or identifying information was shared with the AI platform, and all members of the team reviewed the content for accuracy.

8. Review Cycle

This policy will be reviewed annually, or sooner if AI regulations, accreditation practices, or risks materially change.

Approved – October 2025