

**NBPME
Minutes
Vancouver, BC, Canada
July 30, 2016
Meeting Room: Ambleside I Room**

CALL TO ORDER

President Haber called the meeting to order at 8:30 a.m. The following board members, liaison representatives, FPMB staff, Prometric staff, AACPM staff, and staff were present:

Dr. Judy Beto	Dr. Jeffrey Page (AACPM Liaison)
Diann Brady (Staff, Prometric)	Phil Park (Staff)
Dr. Gregory Davies	Dr. Kathleen Pyatak-Hugar
Dr. Robert Eckles	Dr. Roland Ramdass
Dr. Jaime Escalona	Dr. Vivian Rodes
Dr. Denise Freeman (COF Liaison)	Jennifer Romero (Staff, Prometric)
Christopher Girgis (APMSA Liaison)	Dr. Larry Santi (APMA Representative)
Dr. Jonathan Haber	Dr. Sanjay Sesodia (COF Liaison)
Dr. Mary Jones Johnson	Dr. Alyssa Stephenson
Mori North (Staff, AACPM)	Russell Stoner (Staff, FPMB)
Dr. Paul Naylor	Ellen Veruete (Staff)

Drs. Kirk Contento, Mike LaPan and Kerry Lingenfelter (Consultant) joined the meeting by conference call. Liaisons and guests did not attend the Executive Session.

ORGANIZATIONAL REPORTS

The formal APMA, FPMB, and APMSA reports were received and accepted. They are included as Appendices A, B, and C.

APMA

Dr. Santi reviewed his report which is attached as Appendix A. He highlighted several items including Dr. James Christina as their new Executive Director and CEO; Denis Russell returning as their new Deputy Executive Director/Chief Business Officer; and an adopted APMA Resolution that provides funding for postgraduate transitional research programs at colleges with unmatched students. Dr. Santi requested that if any school encountered issues with receiving the funding to please contact him directly.

FPMB

Russ Stoner presented the FPMB Report. It was received as presented.

AACPM

Dr. Page was happy to report that there weren't any issues with the July Part I Exam except for one scheduling issue concerning an ADA candidate. The ADA candidate attempted to schedule their exam at the center but Prometric's scheduling office did not have the candidate's special accommodations information. The issue was resolved; however, Dr. Page suggested that Prometric communicate the ADA accommodations within their departments without delay.

Faculty continues to request feedback on the items that they have written for the exams. Feedback would help improve the quality and their methods if they had some knowledge on what areas were their weaknesses and strengths.

Students would like to see a more detailed content outline in the candidate bulletins. Faculty will provide some guidance and assistance with completing this request.

The Part I Exam construction is a concern for the Faculty given that the exam specifications are determined by a practice analysis. Basic Science Faculty are the SMEs for the exam and may have differences on items of importance vs. a practicing podiatrist. Dr. Naylor addressed these concerns and stressed that these are licensing exams that are guided by validity requirements for licensing exams described in The Standards for Educational and Psychological Testing. They are not intended as "end of course" exams. Dr. Beto added that sometimes terminology used by different parties can complicate the dialogue.

APMSA

Christopher Girgis presented the report and it was accepted as presented. Mr. Girgis also discussed a resolution that was passed by APMSA requesting that a candidate survey be included at the end of all exams. The survey results would be released to APMSA. A sample of their survey was provided and reviewed by the Test Committee.

Dr. Naylor stated that the proposed survey questions describe legitimate concerns of candidates; however, impressionistic issues do not offer useful data that can be applied to improve the testing process. Dr. Page commented that the worst time to ask candidates in a high stakes examination about their impressions is immediately after they have completed an examination.

Most of the survey questions were already addressed previously by the Board including typos and repeat questions. One survey question addressed the inability to return to unanswered items. The Board discussed this issue and will consider it for future administrations. It was noted that a survey is already available at the end of all the exams for candidates to communicate their issues and concerns.

After a lengthy discussion, it was determined that APMSA should create their own survey to send to the candidates after each exam administration. Dr. Judy Beto volunteered to help APMSA create a survey that would provide the appropriate measurements and information that APMSA is seeking. She also will provide a contact to help with the interpretation of the results.

CSPE REPORT

Dr. Haber and Ms. Lingenfelter provided written reports that were accepted as presented. Mrs. Lingenfelter updated the Board with the current candidate numbers for the August 2016 Exam: 593 candidates are expected, 585 are registered, and 8 have not registered. The center planned for 600 candidates. As of today, seven seats will be available during the last week in October. Mr. Park noted that if there had been one candidate over the anticipated capacity of 600, NBPME would have incurred a significant expense due to an extra day of testing at the exam center. Dr. Eckles thanked Dr. Haber for his oversight and Ms. Lingenfelter for her efforts to ensure a smooth registration process.

Mr. Park informed the Board that the CSPE Pilot Exam that was administered on July 28th was a success even though there were fewer pilot candidates than anticipated. The pilot exams are only to test the logistics and to provide practice for the standard patients which both were accomplished. Two more pilot exams are planned in August.

PRESIDENT'S REPORT

Dr. Pyatak-Hugar reported on the July meetings with AACPM and APMSA. The reports from those meetings are attached as Appendix D. They were accepted as presented.

PROMETRIC

Jennifer Romero and Diann Brady

Ms. Romero's presentation included general Prometric updates, technology and test center updates and an overview of the NBPME program. A copy of the presentation is attached as Appendix E.

Ms. Romero provided a demonstration of Surpass, a new content management system and assessment platform to integrate all aspects of the registration and testing process introduced by Prometric in June 2015. Several key features and benefits of Surpass are:

- ✓ Content management system that is well-featured, intuitive and simple to use – and supports creation of advanced multi-media items
- ✓ Content development-to-delivery lifecycle that is configurable, manageable, and automated – making content changes simple and straightforward
- ✓ Enables real-time updates to test content
- ✓ Requires no center server installations for large scale, short duration administrations
- ✓ Demonstrates scalable performance by supporting different hosting arrangements
- ✓ Enables flexible integration with candidate management, scheduling, scoring, and results processing systems.

Ms. Romero anticipates that NBPME's program will employ Surpass by the end of 2016-2017.

EXECUTIVE SESSION

MINUTES AND CONFERENCE CALL SUMMARIES

The minutes and conference calls were accepted and approved as distributed.

BYLAWS

Dr. Pyatak-Hugar presented the Bylaws Committee's recommendations which are listed below in red.

ARTICLE III, Section 6, B

One trustee shall be elected who is currently an educator at one of the colleges **or schools** of podiatric medicine. The Nominating Committee shall solicit nominations for such trustee from the American Association of Colleges of Podiatric Medicine and from each of the individual colleges **or schools** of podiatric medicine.

ARTICLE III, Section 6, C

One trustee shall be elected who has had professional experience in statistics and test-development (the "Psychometrician Trustee"). Neither the Psychometrician Trustee nor any person of the Psychometrician Trustee's immediate family shall be employed by, or have any affiliation with, any podiatric medical college **or school**, podiatric organization or program, or podiatric specialty board. The Psychometrician Trustee shall be elected from nominations which may be submitted by any interested party to the Nominating Committee or solicited by the Nominating Committee.

ARTICLE III, Section 6, F, 2

An individual whose experience includes significant involvement in the development and administration of certification examinations by a specialty board which has been **recognized by the Joint Commission on the Recognition of Specialty Boards.** ~~approved by the Council on Podiatric Medical Education of the American Podiatric Medical Association;~~

ARTICLE III, Section 7, C

One Liaison Trustee shall be a current dean at one of the colleges **or schools** of podiatric medicine, and shall be elected by the Board from a slate of at least three candidates submitted from the American association of Colleges of Podiatric Medicine (AACPM) to the Nominating Committee. This Liaison Trustee shall serve for a term of two years. This Liaison Trustee may not receive any written materials or participate in any discussions that the Board determines will or could result in a conflict of interest. Expenses for this Liaison Trustee shall be the responsibility of the AACPM. This Liaison Trustee shall have the duty and responsibility to report on the corporation's meeting activities, policy changes, and plans for examination changes to the deans of the colleges **or schools** of podiatric medicine.

ARTICLE VII, Section 1

~~Section 1. Committee on Budget and Finance.~~ A ~~Committee on Budget and Finance~~ **Budget and Finance Committee**: **The Budget and Finance Committee** shall consist of two trustees and the Treasurer, who shall be chairperson. The two trustees shall be nominated by the President and approved by the Board at each Annual Meeting. The ~~Committee on Budget and Finance~~ **Committee** shall prepare and submit a proposed budget to the Board at each Annual Meeting, and arrange for an appropriate audit to be reported at each Annual Meeting.

ARTICLE VII, Section 2

~~Section 2. Committee on Testing.~~ A ~~Committee on Testing~~ **Examinations Committee**: **The Examinations Committee** shall be nominated by the President and approved by the Board at the Annual Meeting, with the size of such committee to be set annually at such Annual Meeting. **One of the trustees will also serve on the Clinical Skills Patient Encounter Committee.** It shall be the duty of the ~~Committee on Testing~~ **Examinations Committee** to review current testing procedures, the administration of such tests and to make appropriate recommendations to the Board for changes in the development or administration of such tests.

The Board shall appoint two persons nominated by the Council of Faculties and the AACPM to serve as liaison members of the committee. One person shall represent basic science faculty and one shall represent clinical science faculty from among the colleges or schools of podiatry.

The appointments will be for two year terms and may be renewed at the discretion of the NBPME Board. These committee liaison persons shall be recused from any committee discussion that the committee determines is a conflict of interest because of their positions as members of faculty. Expenses for these liaison members to attend meetings shall be the responsibility of the AACPM.

ARTICLE VII, Section 3

~~Committee on Bylaws and Governance.~~ A Committee on Bylaws and Governance Committee: A Bylaws and Governance Committee consisting shall consist of three trustees, and shall be nominated by the President and approved by the Board at each Annual Meeting. It shall be the duty of the Bylaws and Governance Committee on Bylaws to review these Bylaws and other related policies each year and to make appropriate recommendations to the Board for changes.

ARTICLE VII, Section 4

The Clinical Skills Patient Encounter Committee: The Clinical Skills Patient Encounter Committee shall be nominated by the President and approved by the Board at the Annual Meeting, with the size of such committee to be set annually at such Annual Meeting. One trustee will also serve on the Examinations Committee. It shall be the duty of the Clinical Skills Patient Encounter Committee to review current CSPE testing procedures, the administration of such tests and to make appropriate recommendations to the Board for changes in the development or administration of such tests.

Dr. Stephenson made a motion to accept the Bylaw recommendations, Dr. Ramdass seconded it and the Board unanimously accepted the motion.

EXAMINATIONS COMMITTEE

Dr. Naylor provided a written report that was accepted as presented. Dr. Naylor reported to the Board that the Test Committee, COF Liaisons and Prometric Staff met on Friday, July 29th. Several topics that were discussed at the meeting were:

- Faculty will provide assistance in revising the Style Guide.
- At the request of the students, Prometric will add the task list to the Content Outlines in the candidate bulletins.
- Publishing the number of pretest items that are in each exam.

The Board discussed the concerns with providing the actual number of pretest items for each exam and agreed not to make the number public. However, a statement will be added to the bulletins addressing the pretest items in addition to the heading provided with the actual test specifications.

NOMINATING COMMITTEE AND ELECTIONS

Dr. Davies presented the Board their recommendations for the board members and officers.

After the Board discussed the nominees, and votes on each position, the following were unanimously approved for the position or office indicated.

Board Member positions:

- a. Public Member - Dr. Beto
- b. COTH Experience Member – Dr. Davies
- c. State Board Member – Dr. Jones Johnson
- d. FPMB Member – Dr. LaPan
- e. Council Experience Member – Dr. Pyatak-Hugar
- f. Specialty Board – Dr. Stephenson

Officers:

- a. President – Dr. Jones Johnson
- b. Vice President – Dr. Pyatak-Hugar
- c. Secretary/Treasurer – Dr. Stephenson

RECOGNITION OF SERVICE

Vice President Johnson presented a plaque to President Haber to recognize his outstanding leadership over the past two years as President.

FUTURE BOARD MEETINGS:

- a. JW Marriott, Washington, D.C.
Meeting date: March 18, 2017
- b. Gaylord Opryland Resort & Convention Center, Nashville, TN (provided APMA has meeting space)
Meeting date: July 29, 2017

ADJOURNMENT

The meeting adjourned at 11:55 p.m.

Respectfully submitted:



Executive Director

APMA Report to the NBPME

Submitted by Lawrence A. Santi, DPM, FASPS.

- During the APMA fall board meeting, James R. Christina, DPM, was welcomed as APMA's new executive director and CEO. The board was excited to be able to welcome Jim in person on his first official day on the job. During the meeting we also acknowledged the many contributions of Glenn B. Gastwirth, DPM, our outgoing CEO, grateful for his nearly 30 years of service to APMA.
- Denis Russell, CPA, CAE has returned to APMA as our new Deputy Executive Director/CBO (chief business officer). The DED/CBO reports directly to the Executive Director and serves as a key member of the senior leadership team. The DED/CBO will be a valued thought partner and strategic consultant to the Executive Director and Board of Trustees on revenue creation and new business development.
The DED/CBO also will oversee on an ongoing basis the annual scientific meeting as a revenue channel, coordinating the efforts of scientific, communications, development, and meeting management areas of the organization.
- In 2014, the APMA House of Delegates adopted Resolution 10-14, which provides for APMA-funded postgraduate transitional research programs at colleges with unmatched students.
 - Up to \$25,000 *matching* grant per school to fund research done by an unmatched graduate from the school
 - Limit of one grant per school per year
 - Program to run for three years
 - Application process with research application to be reviewed by the APMA Clinical Practice Advisory Committee (CPAC) for approval
 - Funds to come from Research Endowment
- APMA continues working to develop resources for unmatched graduates in the form of materials to assist in interviews, financial advice, and more. APMA publishes a monthly interview with a residency director with firsthand advice for students and past graduates about matching with residency programs.
- APMA has solicited all unmatched graduates from 2015 and previous years to contact us so that we can add them to our database to ensure consistent, routine and timely communication. Our communication to these individuals has included information about preceptorship, research, and other viable opportunities that have been offered by APMA members and industry.

- APMA regularly encourages its members to get involved by bringing their patients to hospitals that have residency programs and serving as faculty at existing programs or help develop new residency programs. At the 2015 House of Delegates, a resolution was passed to direct APMA to provide annual support through the appropriate grant process to the development efforts being spearheaded by the colleges and supported by the AACPM.
- In order to increase our applicant pool to our podiatric colleges, APMA has committed to increase career awareness through our communications department and input from our new marketing director. The APMA has met with the AACPM to help establish our roles, plans and initiatives to work together to get our numbers back on track.
- The 2016 Annual Scientific Meeting will feature a program designed for students, including information on clerkships and residency interviews, as well as suggestions for the unmatched. The track will include mock interviews for fourth-year students. The preliminary schedule, which is still a “work in progress” looks as follows:

Saturday, July 16, 2016 8:30-11:30 a.m.

Students' Program

8:30-9:00 a.m. - Preparation for clerkship, including the application process, building a CV, what to do in advance of any program, etc.

9:00-9:20 a.m. - Excelling at the clerkship

9:20-9:40 a.m. - How to prepare for the interview

9:40-10:00 a.m. - Nailing the interview--interviews, dos and don'ts

10:00-10:20 a.m. - What to do if you find yourself unmatched

10:20-11:00 a.m. - Panel discussion or roundtable – PDs candid about what they look for, their criteria, etc. – Panelists will be selected from registered APMA member residency program directors

11:00-11:30 a.m. - Debt Management - Paul Garrard, MBA

2:00-5:00 p.m. - Mock interviews for incoming 4th year students – Interviewers will be selected from APMA member residency program directors registered for the meeting)

Faculty for the lectures noted above have been identified and are pending acceptance of APMA's invitation, except where noted.

Recent APMA Activity

- Introduced the *Leadership Focus*
- Updated Component Executive Page
- Digital diabetes materials on apma.org
- *New eAdvocacy site*
- *New JAPMA site*
- *New APMA News Brief*
- *New APMA Buyer's Guide*
- APMA Educational Foundation awarded 223 student scholarships worth \$250K
- Contracted with student debt management consultant to produce student debt repayment primers, webinars and PowerPoint modules to be placed on website and published in *Your APMA*.
- Held successful Young Physician Institute
- Evaluating lawsuit against BCBS association and related local plans -- contracting issues, including fee schedules.
- APMA is investigating in developing a Registry. The registry APMA is looking to develop will be able to meet the requirement for reporting in various federal programs at no cost to our members.
- APMA Coding Committee has started its 2016 Webinar Series – “Coding: Back to Basics”. These webinars will take place on a monthly basis and it's free to our members.

Legislative Update

- The HELLPP Act (HR 1221/S626) has 103 cosponsors in the House and 15 in the Senate. This is a solid starting point to renew our efforts to gain congressional cosponsors and finding a suitable bill to amend onto.

- VA Pay Parity. The VA Provider Equity Act, (HR 3016) now known in the House as the Veterans Employment, Education and Healthcare Improvement Act and in the Senate as the Department of Veterans Affairs Provider Equity Act (S 2175) will likely move to a House vote soon after the New Year. The CBO score for the House bill will decrease direct federal spending by \$815 million over 10 years, a strategic point to lobby and leverage to our advantage.
- **Legislative Priorities:**
 - The HELLPP Act
 - VA Pay Parity
 - Provider Non-Discrimination
 - Antitrust Reform for Physicians
 - Reduce Hardship Exemption from EHR Penalties for Small and Solo Practices
 - Medical Malpractice Reform
 - RAC Reform

Federation of Podiatric Medical Boards

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Office of the Executive Director
Russell J. Stoner

DATE: June 24, 2016
TO: National Board of Podiatric Medical Examiners
FROM: Federation of Podiatric Medical Boards
SUBJECT: NBPME Meeting Report

Mission

The Federation of Podiatric Medical Boards' mission is to be a leader in improving the quality, safety and integrity of podiatric medical health care by promoting high standards for podiatric physician licensure, regulation and practice.

Executive Board and Annual Meetings

The Federation of Podiatric Medical Boards (FPMB) Executive Board held its annual meeting on Saturday, April 30, 2016 in San Diego. The meeting was attended by:

- Robert Levine, DPM (*President*)
- Kirk M. Contento, DPM (*Vice President*)
- Neil L. Horsley, MS, DPM (*Secretary-Treasurer*)
- Bruce R. Saferin, DPM (*Director, FPMB*)
- Jay S. LeBow, DPM (*Director, FPMB*)
- Russell J. Stoner (*Executive Director, FPMB*)

Also in attendance were:

- Lisa Robin, MLA (*Chief Advocacy Officer, Federation of State Medical Boards*)

At the meeting, Ms. Robin discussed the Federation of State Medical Board's (FSMB) progress with their Interstate Medical Licensure Compact initiative. It has been enacted in 17 states and is being introduced in 9 other states. During the regular business portion of the meeting, committee reports were given regarding the Council on Podiatric Medical Education (CPME) and Federation of State Medical Boards (FSMB). Dr. Contento provided the committee report regarding the National Board of Podiatric Medical Examiners (NBPME).

***The FPMB welcomes Leonard R. La Russa, DPM and
Judith A. Manzi, DPM to the 2015-2106 Executive Board.***

The Executive Board recognized outgoing Board Members, Dr. Contento and Dr. Horsley, for their eight years of outstanding leadership and dedication to the organization. Many candidates were interviewed for these two vacancies, and Dr. Leonard La Russa (*President, Georgia State Board of Podiatry Examiners*) and Dr. Judith Manzi (*Member, California Board of Podiatric Medicine*) were selected. The 2015-2016 FPMB Executive Board is as follows:

- Bruce R. Saferin, DPM (*President*)
- Jay S. LeBow, DPM (*Vice President*)
- Robert Levine, DPM (*Secretary-Treasurer*)
- Leonard R. La Russa, DPM (*Director*)
- Judith A. Manzi, DPM (*Director*)
- Russell J. Stoner (*Executive Director*)

The Federation of Podiatric Medical Boards (FPMB) will hold its next annual meeting on Saturday, April 22, 2017 in Fort Worth, Texas.

Mission in Action – Licensure

The FPMB processed 1,011 Part III reports in the past 12 months. In 2016, median turnaround time for electronic delivery is less than 4.5 business hours.

The FPMB plays a critical role in the licensure process for State Boards by providing certified APMLE Part III score results (1,011 over the past 12 months) and disciplinary action reports. The disciplinary data bank is the largest in podiatry. It tracks actions against ~1,750 podiatrists as reported by State Boards throughout the country on a continual basis. It is used by both State Boards and credentialing verification organizations.

The FPMB continues its efforts to maintain its goal of “being the easiest and fastest part of the licensure process for both podiatrists and State Boards”. The following are key data points demonstrating progress:

- In 2016, over 96% of report orders originated from the secure FPMB online system. (*It was 95% in the March 2016 report.*)
 - *The system is fast and convenient. The median time for a podiatrist to place and pay for an order is under 3.5 minutes.*
- In 2016, over 90% of State Boards are now receiving reports via secure electronic delivery. (*It was 65% in the March report.*)
 - *State Boards have aggressively adopted this form of report delivery.*

- In 2016, 50% of report orders using secure electronic delivery have a turnaround time within 4.5 hours; 25% have a turnaround time within 1.5 business hours. *(It was 5.5 business hours and 3.0 business hours, respectively, in the March 2016 report.)*
 - *Even with this fast turnaround time, the FPMB maintains constant communication with the podiatrist and State Boards from start to finish.*
 1. *Turnaround time is calculated from the time the podiatrist submits an order until the time the State Board downloads the report.*
 2. *Business hours are calculated from 8 AM to 8 PM Eastern Time and exclude weekends and holidays.*

Secure electronic delivery minimizes situations where podiatrists report that State Boards did not receive reports from the FPMB.

Finally, the secure electronic delivery functionality minimizes situations where podiatrists report that State Boards did not receive reports from the FPMB. First, the FPMB monitors electronic delivery and proactively reaches out to any State Boards that delays downloading reports. Second, the FPMB maintains a delivery audit trail to confirm that State Boards did download the report, including the user name and date & time. Third, State Boards can electronically request that a misplaced report be reposted. On the rare occasion that a podiatrist does call the FPMB because a State Board misplaced a report, the FPMB is able to address the issue in seconds.

The FPMB has set the bar for services supporting the podiatric licensure application process and is exploring related opportunities.

The FPMB is proud of the high level of service it offers in providing certified APMLE Part III score and disciplinary action reports to support the podiatric licensure documentation process. It has received frequent positive feedback both podiatrists and State Boards. As a result, the FPMB is exploring other opportunities to provide its high level of service to support the podiatric licensure application process.

APMLE Part III – June 2016 Score Release

A State Board downloaded a processed June 2016 Part III report from the FPMB within 40 minutes of Prometric sending the score release file.

The score release process between Prometric and the FPMB continues to be smooth and efficient. On June 22, Prometric sent the June 2016 score release file via the FPMB's secure upload system. In less than 40 minutes, the FPMB imported the file, processed the queue of two dozen requests for this exam and observed the first State Board download of a processed report.

Dissemination of Key Podiatric Licensure Information

The FPMB website maintains over 15+ licensing-related data points, plus contact information, for each of the State Boards.

The FPMB web site continues to provide value to the podiatric community. The Member Boards List is one of the most popular pages and provides the following contact information for each of the State Boards:

- State Board Name
- Address(es)
- Web Site URL
- Contact Name & Title
- Phone Number
- Email Address

The section also includes **15+** licensing-related data points, identified jointly with the American Association of Colleges of Podiatric Medicine (AACPM), for each State Board. The section has become a first-stop for podiatrists, State Boards, hospitals, government personnel and consumers. In 2014, the FPMB added a new data point, “Disciplinary Actions on Web Site”. At present, web site addresses for disciplinary actions/license verifications are now available for 48 State Boards. *(It was 46 in the March 2016 report.)* The FPMB continues to work diligently with State Boards to keep this data current.

Respectfully submitted,
Russell J. Stoner
FPMB Executive Director



APMSA Report to the NBPME

Liaison: Christopher Girgis

SCPM 2019

Last Meeting: July 2016 – Orlando, FL

Next Meeting: January 2017 – Nashville, TN

Report Includes:

- I. APMSA Feedback
- II. Student Concerns

I. APMSA Feedback

On behalf of both the students and the APMSA, I would like to thank you all again for taking the Part II publication error seriously and taking active steps to making sure the error was both properly fixed for future exams and also would not happen again. Many of the students that have taken it have expressed their appreciation for an overall quality exam experience. Since Part I has yet to be taken at the time of this report due date, I will have more feedback in regards to this specific exam at the actual meeting.

II. Student Concerns

The major concerns that have been voiced revolve around the Linear-on-the-fly-testing-model, the timeline of creating practice exams that are more representative of the exam being provided and the status of the Chicago location of the CSPE. More specifically, the following questions were asked:

- When using the Linear-on-the-fly-testing-model, **how many questions are used as 'pre-test' questions?** Additionally, what are these pre-test questions used for?
- Another question regarding the Linear-on-the-fly-testing-model- how is the difficulty of one individuals exam compared to the next, if there are different questions provided? In other words, is it possible for one individual to receive a **more difficult exam than another test taker?**
- With the Linear-on-the-fly-testing-model, is there anyway to **monitor that the amount of questions are proportional to the original amount described?** (i.e. 25% of the questions are Lower Extremity Anatomy, no more, no less).

- Is there anyway to give the students the **opportunity to go back on questions in the exam?** At the last meeting, the inability to go back on test questions was described as for ‘security reasons.’ What does this specifically mean?
- Is there a timeline as to when **Prometric will provide new practice exams?**
- Has there been any progress with Chicago as **being a possible site for the CSPE?**

Respectfully submitted,

Christopher Girgis
SCPM 2019
APMSA Liaison to the NBPME

APMSA consensus statement on APMLE examinations:

We the APMSA, on behalf of our respective student bodies from each of the nine colleges of podiatric medicine, write to you to assess the quality and relevance of our licensing exams (APMLE Parts I, II, and III). To do so, we have drafted a survey with the purpose of collecting board examinees' feedback about the exams and potential input for future exams.

We request that our small survey be mandatory and be appended to the APMLE I, II, and III board exams for each student to complete upon finishing their exam. Making the survey mandatory at the end of the exams will maximize student accuracy, honesty, and participation, thus giving us the best-quality data on which to judge student body sentiment about the exams.

It is also our request that we receive all of the data gathered by the surveys for each exam every time they are administered, through the APMSA liaison to the NBPME. Lastly, we request that this survey be a permanent fixture appended to these exams going forward, or for at least one full year to ensure the collection of one year of data for each exam.

Respectfully,
*American Podiatric Medical Student Association
House of Delegates*

Requested survey to be appended to APMLE parts I, II, III

1. Do you feel the questions tested your knowledge base accurately?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

2. Do you feel questions from this exam were accurate and relevant to your level of education and training?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

3. Did you feel the time allotted for the exam was appropriate?

- Yes
- No

4. Do you feel that flagging questions and then the ability to backwards navigate would help you better demonstrate your knowledge?

- Yes
- No

5. How many questions had typographical errors on your exam?

- 1
- 2
- 3
- 4 or more

6. How many word for word repeat questions did you have on your exam?

- 1
- 2
- 3
- 4 or more

Please write a brief statement(s) about your experience with the exam in the box provided below.

* Limit 500 characters

Meeting with AACPM Board of Directors/Deans
Prepared by Dr. Pyatak-Hugar

Date: July 13, 2016

Location: Philadelphia Marriott Hotel

Attendees: AACPM BOD, AACPM Staff Members, College Deans, Invited Faculty

NBPME: Phil Park, Kathy Pyatak-Hugar

Prometric: Julie Kernan (VP, Global Management Accounting) and Jennifer Romero (Account Manager)

The NBPME and Prometric reps met with the AACPM group from 10:30am to 11:30am. Introductions were made and Dr. Jeff Page chaired the discussion with fielding of questions primarily related to follow-up of concerns raised at the prior meeting in Austin and the NBPME Board meeting in Washington DC. Deans from all of the podiatric schools were present except from TUSPM. Julie Kernan and Jen Romero presented an update of Prometric's progress with test administration, and all deans present acknowledged that they had heard no concerns or complaints with the recent testing, which was very reassuring that previous problems had been successfully addressed. Prometric continues to proactively review the questions and database, and is confident that no further computer glitches will be occurring.

The group was informed that sample tests were being updated by Prometric, and should be ready for use online by November 2016. The deans and faculty would still like to see a formal study guide that includes all the information that they think they should have in preparing their students for the examinations, but continue to be vague as to what they want in the study guide in addition to what is already available. The item will be referred to the NBPME examinations committee that will be meeting on July 29. There was again discussion regarding the tests' blueprints, category breakdown, SME selection, and reference to the AACPM standardized curriculum. Concern was raised by Dr. Pyatak that comments were made at a recent Part II item review workshop by multiple faculty members from 5 different schools in attendance that they don't use the curriculum guide. If the item writers and faculty SMEs are not using the guide as expected by NBPME and Prometric, there is a disconnect created that needs to be addressed. Those faculty making comments were advised to speak with their respective deans about their feelings related to the curriculum guide.

The group requested an update regarding the use of pretest questions, and was informed that we have added a prominent notice on the tests that informs the candidates that pretest questions are being used, but are not to be counted in the examinee's score. The topic will be presented in detail when Mr. Park and Dr. Pyatak will be addressing the students during the APMSA meeting tomorrow.

An update on the CSPE examination was given, and it was noted that Dr. Pyatak and Dr. Albert Armstrong attended the first Patient Note Raters workshop given by NBOME on July 12, 2016. The new rating scale was explained to the group, as was the protocol for review as utilized by NBOME and what the workshop entailed. The group was informed that NBOME will be conducting its first testing at the new Chicago facility in August for its osteopathic students. Plans for podiatric students to be tested at the Chicago site will be discussed again next year when the contract with NBOME is reviewed, and when NBOME is confident of the success of the new facility at delivering a quality podiatric examination.

The group was once again assured that NBPME/Prometric strongly adhere to the test content map for every examination.

The major continued concern of the group focuses on the confusion related to selection of SMEs and the test blueprint for the Part I examination. Attempts were made to explain the process of constructing the examination based on the practice analysis, but two of the deans, in particular, were dismayed by the perception that the subject matter for the basic sciences is being chosen based on the interpretation of what is important to podiatric practice and actual practicing DPMs, vs the input by the basic science faculties who actually are the SMEs for these basic science areas. An online article was paraphrased by Dr. Trepal related to NBME being encouraged to consider that Part I examination not be dependent on the practice analysis, but that the other subsequent exams related to licensing continue to be based on the practice analysis findings. He urged that NBPME consider this issue. The discussion concluded by the suggestion that the topic be reviewed at the upcoming Test Committee and Board meetings at the end of July, with update provided to Dr. Page who will be in attendance.

Overall, the meeting appeared to address the AACPM's immediate concerns, but it was with the condition that we would be discussing continued faculty/dean concerns at our upcoming Test Committee and Board meetings in Vancouver, with the intention of providing more information to Dr. Page as the liaison to AACPM at the Board meeting. The Prometric and NBPME reps also again requested that any other questions or concerns requiring priority discussion be forwarded to NBPME asap.

The Prometric and NBPME reps were thanked by the AACPM reps for meeting with their group and addressing concerns in a face-to-face meeting, with the shared goals of providing reliable exams that are fair and valid, and with minimal unnecessary emotional and financial stress to the students.

Meeting with APMSA House of Delegates
Prepared by Dr. Pyatak-Hugar

Date: July 14, 2016
Location: Philadelphia Convention Center
Attendees: APMSA House of Delegates Members and Staff
NBPME: Phil Park, Kathy Pyatak-Hugar

The NBPME reps met with the students and staff of the APMSA House of Delegates at 1:30 pm, with the allotted presentation slot of 15 minutes extending to 90 minutes so as to address the crucial concerns and questions raised by the group. Introductions were made by student doctor Arti Kumar, president of the organization. Mr. Park started the presentation by reviewing a PowerPoint presentation involving the "Test Development Process" that was previously given by Prometric at the NBPME March meeting in Washington DC and at which time both student representatives Ms. Kumar and our NBPME liaison, Christopher Girgis, were in attendance. The slides were provided to Dorothy Cahill McDonald prior to the meeting, and distributed via email to all the delegates. Questions were also forwarded to the team by Mr. Girgis prior, and included issues on which he had reported to the APMSA previously but felt that additional reiteration by NBPME would be beneficial. The student liaison to the AACPM, student doctor Mark Rotenstein (3rd year, NYCPM), was also in attendance and commented favorably on the NBPME/Prometric presentation to the AACPM group the day prior.

Questions were presented by the students on multiple topics related to the text examination process, the question creation process, the selection of SMEs, prior problems with test question duplicate items, prior CSPE test cancellation issues, LOFT testing, how are questions reviewed so as to not be outdated, how are questions monitored so as to comply with the blueprints, and the pretest items. It seemed apparent that many (not all) of the questions were based on misinformation or misconception of information presented to the students via their faculty or predecessors, and every effort was made by the team to answer the students' questions to their apparent satisfaction. Special attention was directed to explaining the pretest questions and scoring protocol. The students were strongly encouraged to be familiar with the documents and information provided to them on the APMLE website, to utilize the practice exams especially the updated examples that will be available by November 2016, to locate those faculty at their respective schools who serve as item writers and questions reviewers and ask them relevant questions, and to forward any questions they might have directly to NBPME at any time.

Questions were raised by some concerning perceptions and anecdotes pertaining to the exams related to outdated information, duplication of questions, lack of correlation of exam questions to the schools' standardized curriculum, how workshop participants are selected, mapping content of each exam, CSPE logistics problems. The questions were answered as to current protocol of the exams, and the upcoming meetings of NBPME BOD, and its Testing Committee, where we would hope to revisit these issues and provide updated information during our board meeting, at which Mr. Girgis would be in attendance.

Of particular note were the following questions:

- 1) can the students have access to the task list and test blueprints utilized?
- 2) Are the pretest items involved with evaluating a candidate's psychological status, since our testing process is involved with the American Psychological Association?
- 3) do we realize that test anxiety is heightened by the occurrence of computer glitches, duplicate questions and typos on the examinations?

Overall, the meeting appeared to address the students' immediate concerns, and the team felt warmly received. The NBPME reps were thanked by the APMSA reps for meeting with their group and addressing concerns in a face-to-face meeting, with the shared goals of providing/taking reliable exams that are fair and valid, and with minimal unnecessary emotional and financial stress to the students.



Appendix E

PROMETRIC



NATIONAL BOARD OF PODIATRIC MEDICAL EXAMINERS

*Board Meeting
July 30, 2016*



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Agenda

- + Introductions
- + General Prometric Updates
 - + Technology and Test Center Investments
- + NBPME Program Overview
- + Questions?

OVERVIEW OF PROMETRIC INVESTMENTS

- + ID Management Solutions- ProID
 - + Invested \$1M in a proprietary Prometric-operated biometric software solution
 - + Ability to address escalating security and information privacy challenges/risks
 - + Reducing dependencies on underlying third-party technology systems
 - + Resulting in minimal impact to you and your test takers with Prometric test centers following the same check-in procedures:
 - Visual verification of photo ID
 - Electronic scanning of personal ID documents
 - Fingerprint enrollment/verification at check-ins and during breaks
 - + Processing and analyzing data the same way
 - + Launched first client in December, 2015
 - + All APMLE exams transitioned to new software

Technology Update

- + Scheduling & Registration
 - + Modify our web registration and scheduling user interface:
 - support mobile devices
 - enable candidates to search over a range of dates
 - enable searches across a group of geographically adjacent test centers
 - + Enables Prometric to meet increasing candidate expectations for self-service capabilities.

- + Updated version of Test Center Security Guide was released to global network on April 1
- + Updated Test Center Regulations Form was published on April 1
- + Metal detector wanding
 - + Will now attempt to scan candidates who are pregnant and minors
 - + Candidates with implanted medical devices will still be exempt
 - + A candidate-facing notification document has been provided to sites for candidates who complain or question the change
- + Candidate clothing
 - + Outerwear will still be prohibited from being worn in the test room
 - + Candidates wearing lighter clothing items such as sweaters, vests, suit jackets, sweatshirts, etc. will be permitted to remove them in the test room and hang them on their chair
 - + Candidates are permitted to remove small items such as jewelry, earrings, hair clips, etc.
 - + Candidates are still not permitted to remove shoes
 - + Clothing containing any kind of electronics or wearable technology is prohibited

Test Center Network Expansion

- + 2016 - We plan to add a net of 136 seats across 22 markets including entering 3 new markets
 - + 60 new seats added in NYC
 - + Adding seats in Ft. Lauderdale (6)
 - + New markets: Auburn AL, Chapel Hill NC, Daytona Beach FL, and Stockton, CA (15 seats each)

Surpass

- + Prometric spent 18 months evaluating our options around adopting new technology to meet our needs
 - + Option 1 – Renovate existing applications
 - + Option 2 – Build new applications internally
 - + Option 3 – Acquire applications from a third party
 - + Option 4 – Be creative
- + In June 2015, we:
 - + entered into a strategic partnership with BTL
 - + licensed its flagship product **Surpass**, an integrated content management and assessment platform
- + Our partnership coupled with a licensing agreement enables Prometric to influence the future direction of the BTL technology platform and to participate in its development

- + Implement a single integrated solution to manage items and create tests seamlessly – serving as a single source of truth for content
- + Reduce timescales and manual touch points to bring tests to candidates quicker
- + Increase delivery methods to support flexible delivery locations and a broader footprint for test taking
- + Standardize processes across the organization(s) executed by a motivated, knowledgeable and engaged staff

Developing the Highest Quality Content at the Lowest Cost

- + Fast, innovative content creation and deployment
- + Intuitive, easy to use content creation and management system
- + Supports the development and management of large volumes of items
- + Seamless publishing of test content – enabling high quality and cost-effective delivery of content

Transforming the Candidate Experience

- + Flexible delivery locations
- + Multiple modes of exam delivery
- + Delivery of large volumes of exams in short duration administrations

Growing Test Delivery

- + Makes exam access convenient for candidates – driving volumes & revenue
- + Supports the rich features required by our portfolio of clients, while using a platform that enables the ready introduction of new and innovative features

Key Features and Benefits



- + Content management system that is well-featured, intuitive and simple to use – and supports creation of advanced multi-media items
- + Content development-to-delivery lifecycle that is configurable, manageable, and automated – making content changes simple and straightforward
- + Enables real-time updates to test content
- + Test delivery system that supports delivery in brick and mortar sites, satellite sites, and pop-up sites in a variety of testing modes – and with a variety of devices, including tablets and smartphones
- + Requires no center server installations for large scale, short duration administrations
- + Demonstrates scalable performance by supporting different hosting arrangements
- + Enables flexible integration with candidate management, scheduling, scoring, and results processing systems

NBPME PROGRAM OVERVIEW

Site Utilization – Top Markets 2015 - 2016



- + 2015
 - + NYC, NY- 153
 - + Philadelphia, PA- 136
 - + Chicago, IL- 87
 - + Ft. Lauderdale, FL- 82
 - + Middleburg Heights, OH- 76

- + 2016 YTD
 - + NYC, NY- 145
 - + Philadelphia, PA- 136
 - + Chicago, IL- 66
 - + Mentor, OH- 64
 - + Middleburg Heights, OH- 59

- + June Part III- Fixed Form
 - + 352 successfully tested with no displacements
 - + No concerns raised from students regarding content, etc.

- + July Part I- LOFT
 - + 583 successfully tested with no displacements
 - + No concerns raised from students regarding content, etc.
 - + Previous capacity concerns addressed by implementing event sites sooner and increasing capacity at Des Moines event site

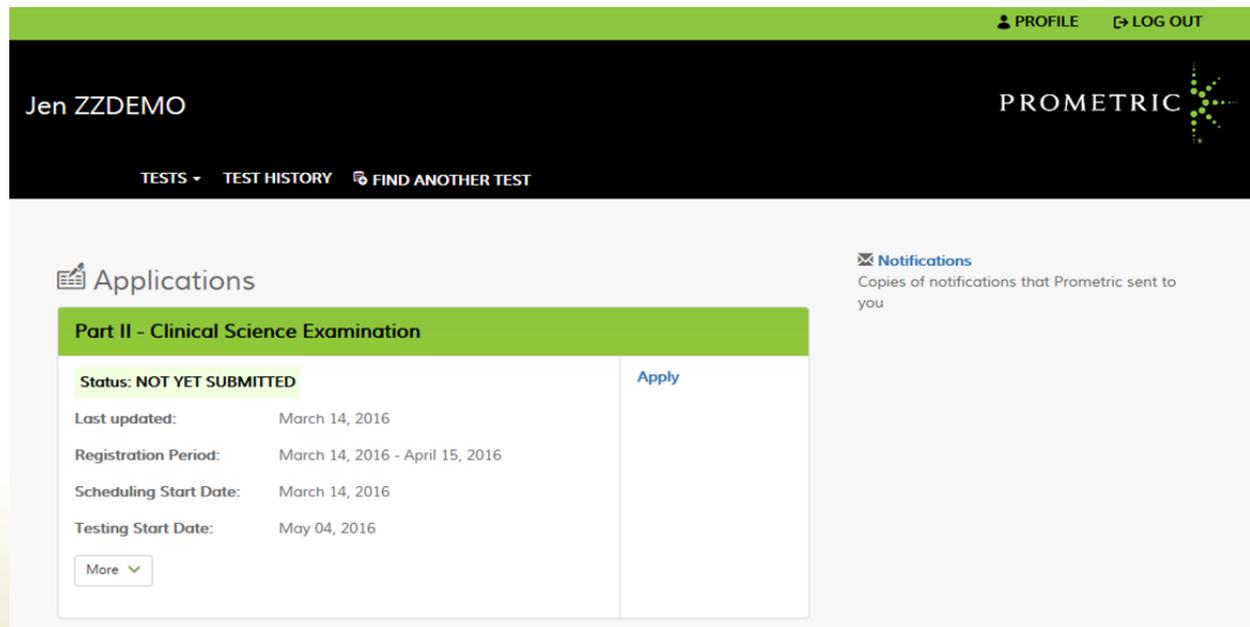
- + Item banks combined for Part I, II, and III
 - + Utilizing one item bank has addressed the content concerns we have seen in the past
- + Continuing to check LOFT bank for spelling and duplicates each republication

Part II - CSPE

- + NBPME and Prometric partnering with NBOME
- + Candidates to test in NBOME's clinical lab beginning in August, 2016
- + Registration and scheduling process is running smoothly

Candidate Management System

- + Candidates able to apply electronically beginning with the class of 2016
 - + Deans provide eligibility approval electronically
 - + Implemented for the Part III for June, 2016 admin
 - Process ran smoothly
 - + Previously implemented for Part I and II



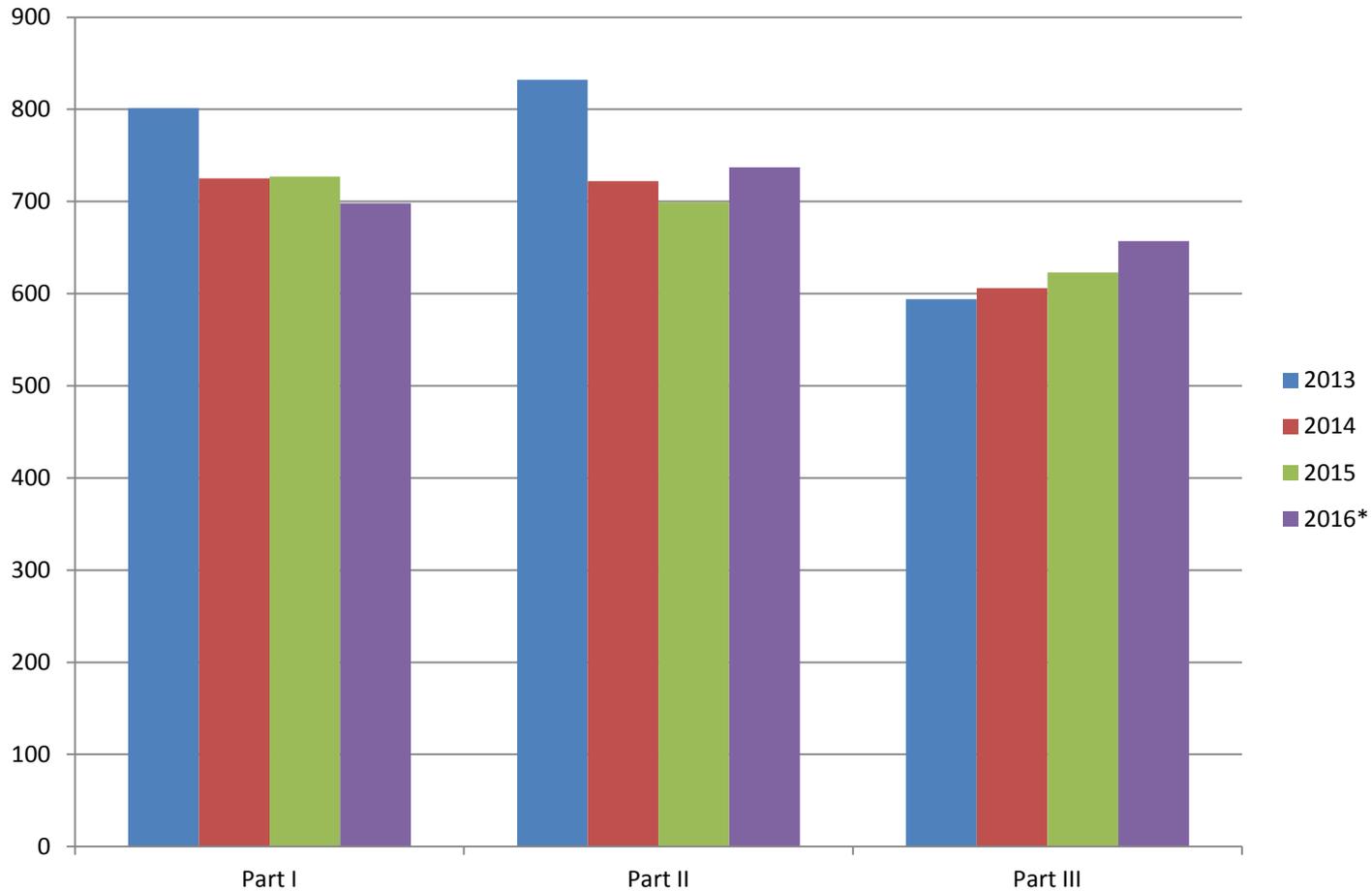
The screenshot shows the Prometric Candidate Management System interface. At the top, there is a navigation bar with 'PROFILE' and 'LOG OUT' links. Below this, the user's name 'Jen ZZDEMO' is displayed on the left, and the Prometric logo is on the right. A secondary navigation bar contains 'TESTS', 'TEST HISTORY', and 'FIND ANOTHER TEST' options. The main content area is titled 'Applications' and features a card for 'Part II - Clinical Science Examination'. The card shows the status 'NOT YET SUBMITTED' and an 'Apply' button. Below the status, there are details for 'Last updated', 'Registration Period', 'Scheduling Start Date', and 'Testing Start Date'. A 'More' dropdown menu is also visible. To the right of the application card, there is a 'Notifications' section with a checkmark icon and the text 'Copies of notifications that Prometric sent to you'.

Testing Volumes and Growth 2013-2016

Year	Jan Part II	Feb Part II	May Part II	Jun Part III	Jul Part I	Oct Part I	Dec Part III	Total
2013	625	147	60	315	639	162	279	2,227
2014	591	90	41	321	619	106	285	2,053
2015	575	93	31	330	616	111	293	2,049
2016	594	97	46	352	583	115*	305*	2,092*

* Indicates projected volumes

Testing Volumes and Growth 2013-2016



*Indicates projected volumes

Thank you!

QUESTIONS & DISCUSSION