PROMETRIC

THE NATIONAL BOARD OF PODIATRIC MEDICAL EXAMINERS

Candidate Information Bulletin

Part III Examination

APMLE American Podiatric Medical Licensing Examination

American Podiatric Medical Licensing Examination (APMLE)

Part III Examination Dates	Registration Available	Registration Deadlines	Scheduling Begins
Wednesday, June 7, 2017	Tuesday, April 18, 2017	Tuesday, May 30, 2017	Upon Approval
Wednesday, December 6, 2017	Tuesday, October 17, 2017	Tuesday, November 28, 2017	Upon Approval

-- IMPORTANT NOTICE –

Please be aware that all appointments *must* be scheduled through the Prometric Website. Phone scheduling will no longer be offered unless you have been approved for Testing Accommodations.

Before you register for your Part III Registration Form, please contact the State Board in the state where you would like to be licensed. Your eligibility will be determined by the state once you satisfy the state's requirements. Prometric can only release your Authorization to Test (ATT) upon approval of the State Board.

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Introduction

NBPME Overview

The National Board of Podiatric Medical Examiners (NBPME) is a nonprofit corporation established in 1956.

The National Board of Podiatric Medical Examiners (NBPME) offers the American Podiatric Medical Licensing Examinations (APMLE), which are qualifying examinations currently recognized or utilized by legal agencies governing the practice of podiatric medicine in the states, provinces, and federal agencies listed in this Bulletin on page 15. Legal agencies may, at their discretion, grant successful candidates a license to practice podiatric medicine without further written examination.

The National Board organization consists of 13 members and includes two members nominated by the Federation of Podiatric Medical Boards; an educator at one of the Colleges of Podiatric Medicine; one member who has had professional experience in statistics and test development; one member representing the consuming public; three individuals from state licensing boards; a podiatric physician currently in practice; and four individuals with experience: on the Council on Podiatric Medical Education, on the Council of Teaching Hospitals, as a member of a Specialty Board, and as a Director of a Podiatric Medical Residency Program. A member of the Board of Trustees of the American Podiatric Medical Association, a representative from the American Association of Colleges of Podiatric Medicine (AACPM), and a representative from the American Podiatric Medical Students Association (APMSA) serve in a liaison capacity with the Board.

The NBPME has contracted with Prometric Inc. to conduct its American Podiatric Medical Licensing Exam (APMLE) program for the Part I, Part II written, and Part III examinations.

The NBPME has contracted with the National Board of Osteopathic Medical Examiners® (NBOME®) to conduct its American Podiatric Medical Licensing Examination (APMLE) program for the Part II Clinical Skills Patient Encounter (Part II CSPE) starting in 2016.

At a Glance

This Candidate Information Bulletin provides details about taking the NBPME Part III examination. The steps below summarize that process.

To take the APMLE Part III

1. Contact the Licensing Board in the state in which you wish to be licensed. A list of State Boards can be found in this Bulletin beginning on Page 21.
2. Once the State has determined your eligibility to test based on the State's requirements, **visit https://www.prometric.com/NBPME to create an online account & register for your examination (see Page 26).**

Note If you have already graduated, you are now required to upload your supporting documentation (transcript or diploma, and letter of approval, if applicable) electronically. Please ensure you have uploaded your documents before clicking "submit" on your application.

If you have not yet graduated, your application will be submitted to your school for approval.

3 Once your exam registration form has been approved, you will receive an Authorization to Test (ATT) email notification and must then log back in to your online account to schedule an appointment and pay to take your exam (see Page 8).

4 Prepare for your exam, using this Bulletin and other discipline-related materials. The content outline in this Bulletin is the basis for the exam (see page 19).

5 Take the scheduled exam, bringing your required identification to the test center (see Page 9).

6 Your exam results will be reported to the State Board where you applied approximately three weeks after you take the exam (see Page 14).

To get answers not provided in this bulletin

If you read this Bulletin and have further questions about the registration process, fees, test centers, Authorization to Test or score reports, you may contact:

Prometric/NBPME
7941 Corporate Drive
Nottingham, MD 21236
Phone: 877.302.8952
Website at **www.prometric.com/nbpme**

Examination Overview

Exam Descriptions

The National Board of Podiatric Medical Examiners (NBPME) offers the American Podiatric Medical Licensing Exams (APMLE), which are written qualifying exams currently recognized or utilized by legal agencies governing the practice of podiatric medicine in the states, provinces, and federal agencies listed in this Bulletin beginning on page 15. Legal agencies may, at their discretion, grant successful candidates a license to practice podiatric medicine without further written examination.

The American Podiatric Medical Licensing Examination (APMLE) consists of four components: Part I, Part II written, Part II CSPE and Part III. The written exams are designed to assess knowledge of basic sciences, clinical sciences and clinical decision making, and the Part II CSPE assesses communication and diagnostic skills in a clinical setting.

The **Part I examination** samples the candidate's knowledge in the basic science areas of General Anatomy, including embryology, histology, genetics, and geriatrics; Lower Extremity Anatomy; Biochemistry; Physiology; Microbiology and Immunology; Pathology; and Pharmacology.

The **Part II written examination** samples the candidate's knowledge in the clinical areas of Medicine; Radiology; Orthopedics, Biomechanics and Sports Medicine; Anesthesia and Surgery; and Community Health, Jurisprudence, and

Research. A separate Candidate Information Bulletin for the Part II CSPE exam is available online at **www.apmle.org**. Performance on the Part II written examination does not impact eligibility for the Part II CSPE.

The **Part II Clinical Skills Patient Encounter** (Part II CSPE) assesses proficiency in podiatric clinical communication tasks. Candidates will be expected to perform a focused physical examination including podiatric and general medicine physical exam maneuvers appropriate for each patient presentation. Podiatric and general medical knowledge, verbal and written communication, and interpersonal skills will be assessed in each exam form. Performance on the Part II CSPE does not impact eligibility for the Part II written examination.

The **Part III examination** samples the candidate's clinical skills in evaluating, diagnosing and treating patients. Examples of the application of knowledge may be measured through photographs, radiographs and case presentations. Part III is the final step in the APMLE examination process, and successful completion of all Parts are required to adequately demonstrate the ability to practice podiatric medicine with skill and safety in an unsupervised setting.

Exam Eligibility Requirements

Any candidates starting the NBPME's APMLE examinations after January 1, 2010, must take and pass the exams in sequential order. The Part I examination **must** be taken and passed before the Part II examinations may be taken. Likewise, the Part II examinations **must** be taken and passed before the Part III examination may be taken.

This examination sequence policy does not apply to or affect candidates who have taken any NPME exam (whether Part, Part II or Part III) prior to January 1, 2010. If you did take any exam prior to January 1, 2010, you must still pass Parts I and II before applying for Part III.

Beginning with the Class of 2015, excluding the Class of 2016, and continuing with the class of 2017, there are two components to the Part II examination: the Part II written and the Part II CSPE. Candidates **must** pass the Part II written examination and the Part II CSPE before the Part III examination can be taken. Additionally, candidates must meet certain eligibility requirements prior to taking each examination.

To be initially eligible to take the **Part I examination**, a candidate must be confirmed as a currently enrolled, second-year student by the dean of an accredited podiatric medical school as listed with the Council on Podiatric Medical Education of the American Podiatric Medical Association.

To be initially eligible to take the **Part II written examination**, a candidate must have passed the Part I examination **and** be confirmed as a currently enrolled, second-semester fourth-year student by the dean of an accredited podiatric medical school as listed with the Council on Podiatric Medical Education of the American Podiatric Medical Association.

To be initially eligible to take the **Part II CSPE**, a candidate must have passed the Part I examination **and** be confirmed as a currently enrolled as a fourth-year student by the dean of an accredited podiatric medical school as listed with the Council on Podiatric Medical Education of the American

Podiatric Medical Association. Candidates who completed their fourth year prior to 2015 are not eligible to take the Part II CSPE.

To be initially eligible to take the **Part III examination**, a candidate must have passed the Part I and Part II examinations, including, where applicable, both Part II written examination and the Part II CSPE. A candidate must also receive authorization from the state board participating in the Part III program that will issue the license the candidate is seeking.

For all examinations, once a candidate has been deemed eligible to take a particular APMLE examination, the candidate will remain eligible to take the examination.

Scheduling and Registration Process

Before you may test, you must:

1. Register for your exam by the registration deadline.
2. Receive your Authorization to Test (ATT) email notification.
3. Log back in to your new online account to schedule and pay for your appointment to take the exam.

Registration Information

Please visit https://www.prometric.com/NBPME to access the online registration form. You will need to create an online account prior to completing & submitting your registration.



Note If you do not register by the posted deadline date, you may not be able to take the exam until the next exam administration.

Examination dates

The upcoming examination dates for the Part III exam are:

Part III Examination Dates	Registration Available	Registration Deadlines	Scheduling Begins
Wednesday, June 7, 2017	Tuesday, April 18, 2017	Tuesday, May 30, 2017	Upon Approval
Wednesday, December 6, 2017	Tuesday, October 17, 2017	Tuesday, November 28, 2017	Upon Approval

NBPME Part III exam fees

You are responsible for paying the $900 examination fee to the State Board or to Prometric. Payments made to Prometric are accepted via MasterCard, Visa or American Express at time of scheduling

Americans with Disabilities Act (ADA)

If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at **800.967.1139** to obtain an accommodation request form. Reasonable testing accommodations are provided to allow

candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Candidates should submit professional documentation of the disability with their application form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Registration Process

The online registration process was introduced in 2014. This online process will allow you to create a user profile, electronically submit your application for approval, and upon approval schedule your exam online. You will have access to an online service tool called "My Dashboard," which will help you to manage your applications and testing appointments and allow you to view history of your Prometric testing events and scores. This process will eliminate paper application processing, expedite the registration process, and increase security of your personal information and credit card data. It will align with how you electronically manage your educational career. The details of this online process and creation of your personal dashboard will follow throughout this document.

To register an examination online, follow these steps**:**

1 Please visit **https://www.prometric.com/NBPME** to access your online account**.**



Note If you are accessing the online system for the first time, click Create a New Account to set up your user ID and password**. Please note that your user ID will be your email address.**

If you previously registered using the online process, please log in using your **original** username and password. You will not need to create a new account.

2 Complete your registration by clicking on Apply next to the exam name and clicking Submit when you have entered all required information into the application form.

3 Once your your registration is approved, Prometric will send you an Authorization to Test (ATT) email notification. You must log back in to your dashboard to schedule your exam.

Please see page 26 for instructions on creating an online account and submitting your application.

Scheduling Exam Appointments

Follow these steps to schedule an appointment:

1 Log into your Prometric account by going to **https://www.prometric.com/NBPME** and then selecting "Access My Account" to schedule and pay for your exam (for detailed instructions See Page 26).

2 If you must contact Prometric, call **877.302.8952,** or write to **NBPMEinquiry@prometric.com**, to have your questions addressed.

3 For scheduling purposes, expect your appointment to last up to five hours. **Four hours is allotted for exam completion** and up to one hour is designated for check-in, breaks (unscheduled), and an end-of-exam questionnaire. Most candidates begin the exam within 30 minutes of their appointment time.

4 Make a note of when and where you have been scheduled for the exam. An appointment confirmation will be sent to the email address provided. If needed, you should ask for directions to the test center.

Note Since seating at each exam site is limited; be sure to **schedule your exam appointment as soon as you receive your ATT email notification** to ensure you get the location of your choice. If you wait to schedule and all seats have been filled, you will not be able to take the exam until the next scheduled exam date.

Confirmation email

Upon completion of the scheduling process, a confirmation email is sent containing your test authorization number, identification number, and the date time and location of the exam. If any information on the confirmation notice is incorrect, if you have not received your confirmation notice before your exam date, or if you lose your confirmation email, you can log back in to your dashboard and request a duplicate confirmation.

Test center locations

Test centers within a 50-mile radius of the nine schools of podiatric medicine have a reserved number of seats on each Part III exam date. This includes exam sites in or near Chicago, Cleveland, Des Moines, Los Angeles, Miami, New York, Philadelphia, Phoenix, and San Francisco. Testing is available at any one of our Prometric test center locations.

You can go online to check for test locations and schedule your exam by going to **www.prometric.com/NBPME**.

Refund / Rescheduling Policies

All requests for refunds must be made in writing to Prometric. You must also notify Prometric in writing of your cancellation intention by faxing your request to 800.813.6670, by emailing to **NBPMEinquiry@prometric.com**, or by mailing to the address on Page 5.

More than 28 days prior to your scheduled the exam date:

- You may request a refund (exam fee minus $100 service charge).
- You may reschedule to another testing center for the same exam date.

11 to 28 days prior to your scheduled exam date:

- If you cancel, you will not receive a refund.
- You may reschedule your exam one time for a $100 fee.
  - To reschedule, you must submit a new application during the new application period.
  - Call the Prometric registration center and pay the transfer $100 fee.

- The exam must be rescheduled within the next two exam administrations by calling the Prometric registration center. Do not reschedule online or you will be charged the full $900 fee.
- If you do not reapply within the two subsequent exam administrations, you will forfeit your fee.

10 days or less prior to your scheduled exam date:

- You will forfeit your exam registration fee if you:
  - Change or cancel a test 10 days or less before the scheduled exam.
  - Fail to appear for your scheduled exam.
  - Appear without proper identification and are refused entry.
  - Show up more than 30 minutes after the scheduled exam start time and are refused admission to the exam.

Medical Emergencies

If you need to reschedule an exam appointment because of a **medical emergency**, you must email a written request and provide official documentation, such as a doctor's letter, to **nbpmeinquiry@prometric.com**. Such a request must be made within the two-week period following the scheduled exam date. No refund of exam fees is guaranteed.

Taking your Exam

Knowing what to expect when taking your exam may help you prepare for it. This section contains:

- A list of what to bring to the exam.
- Regulations that will be enforced at the test center.
- An explanation of the computer testing process.

What to bring to the Test Center

You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

Identification document. You must present a valid and current (not expired) form of identification before you may test. That identification document **must**:

- Be government-issued (e.g., driver's license, passport, state-issued identification card or military identification card);
- Contain **both** a current photo and your signature (if it does not, you must present two identification cards: one with your photo and one with your signature); and
- Have a name that exactly matches the name used on the NBPME registration and that matches the ATT (including designations such as "Jr." and "III").

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment. If you miss your appointment, or arrive late, you will forfeit your exam fees and be required to register again and pay another examination fee.

If the test center administrator questions your photo identification, a second form of signature-bearing ID will be required. Acceptable second forms of ID include: valid military identification card, citizenship card, or a current driver's license (does not have to have a photo). All forms of identification must have been signed before you arrive at the test center.

Test Center Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in the disqualification of your exam. Prometric reserves the right to audiotape and videotape any examination session.

Biometric-enabled check-in. For security reasons, biometric-enabled check-in is used at all Prometric test centers. When you arrive at the test center, you will be required to sign a signature log and have your fingerprints scanned. The date and time you enter and exit the exam room will be recorded and the signature log will be verified against the signature on your identification documents and your digital fingerprint. The fingerprint template is permanently erased within 48 hours after your exam is completed. If you leave the examination room while an examination is in progress, you must sign out/in on the log and will lose exam time.

References. No reference materials, dictionaries, books, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Electronic equipment. Cell phones, PDAs, pagers, cameras, and tape recorders are not permitted in the testing room and must be powered off while stored in a locker. You will not be permitted to use any electronic devices or phones during breaks.

Personal items. Watches, outerwear that is not being worn while testing (sweater, jacket, etc.), brief cases, purses, etc., are not allowed in the test center. Pocket items (wallet, keys, etc.) must be placed in a locker. Disposable ear plugs will be available from the test center administrator, if needed.

During the check-in process, we inspect any and all eyeglasses, jewelry and other accessories to look for camera devices that could be used to capture exam content.

You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check-in and again upon return from breaks before you enter the testing room to ensure you do not violate any security protocol.

Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry to the test center. Hair accessories, ties and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes,

headbands, tie clips, cuff links and other accessories as you may be prohibited from wearing them in to the testing room and asked to store them in your locker. Violation of security protocol may result in the confiscation of prohibited devices and termination of your exam.

You will be required to store all personal belongings (except for identification documents) in storage lockers. While the lockers are secure, they are small. Do not bring unnecessary items to the test center. The test center assumes no responsibility for candidates' personal belongings.

Food and Beverages. You may not eat, drink, or use tobacco during the test administration.

Guests/Visitors. No guests, visitors or family members are allowed at the test center. Persons not scheduled to take a test are not permitted in the test center.

Misconduct or disruptive behavior. Candidates who engage in any kind of misconduct or disruptive or offensive behavior, such as giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, rude or offensive language, or behavior that delays or interrupts testing, may be dismissed from the examination. Exhibiting abusive behavior toward any test center staff member may result in criminal prosecution.

Weapons. No weapons of any kind are allowed at the test center.

If questions arise. If at any time during the test you believe you have a problem with your computer or need the administrator for any reason, you should raise your hand. Test center administrators are not allowed to answer any questions pertaining to the test content. If you do not understand a question on the test, you should answer the question to the best of your ability.

The Computer Testing Process

Your exam will be given by computer at a Prometric test center using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. Before you start the exam, you will receive a personalized tutorial to the testing system. The tutorial is not included as part of the testing time.

The test center administrator will provide you with a packet of scratch paper that may be replaced as needed during testing. You may not bring your own scratch paper or pencil to the examination. The test center administrator will collect all scratch paper (used and unused) upon completion of the examination. Removing scratch paper from the test center is considered an act of misconduct.

At the beginning of the exam, you will be asked to read and signify assent to the terms and conditions of the Confidentiality and Conduct Agreement, which states:

CONFIDENTIALITY AND CONDUCT AGREEMENT

The contents of this test are copyrighted, proprietary, and confidential. Any efforts to disclose or reproduce any portion of the test, its content or items therein in any part to any individual or entity for any purpose whatsoever is prohibited. Such activity may be responded to by test score invalidation for an individual or group as well as civil and or criminal prosecution.

I can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or my scores might be canceled if there is reason to believe through proctor observations, statistical analysis, or any other evidence that my score may not be valid or that I was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination.

You will have four hours to complete the examination. The time remaining for your exam is displayed in the upper right-hand corner of the computer screen. There are no scheduled breaks. You must remain in your seat during the examination except when authorized to leave by a test center staff member.

The clock will continue to run and will not be turned off for unplanned, unscheduled breaks. If there is a power outage, the time will stop counting down. When power is restored, the examination will resume at the point where it left off.

Once the exam is finished, you will be asked to complete a brief, computer-delivered questionnaire about your testing experience.

Examination Results

Score Interpretation

Scores on the exam are determined by converting the number of questions answered correctly out of the number of questions administered to a scale that ranges from approximately 55 to beyond 75. The scale passing score has been set by the NBPME at 75, which corresponds to a level of achievement judged by the Board to represent minimum standards of practice.

Passing candidates will receive a score report with a "Pass" indicated. Failing candidates will receive a report with a failing scale score (between 55 and 74). **Examination reviews are not permitted**.

Failing candidates will also receive diagnostic indicators for each content area. The diagnostic indicators will be reported to failing candidates as follows:

- Below the level of minimum competence.
- At or above the level of minimum competence.

It should be understood that the NBPME makes the data and information available but does not attempt to analyze or interpret it. Each State Board determines whether and how to accept and use APMLE results.



Note There is no limit to the number of times you may take the examination, however, some states do place a limit on the number of times a candidate may be examined and still receive a license. You should consult individual State Boards for more information about any specific state requirements and limitations.

The total score scale makes it possible to compare candidates' scores on a specific examination to scores on other forms of the same examination given the standard adopted by the NBPME. The comparison is possible because the examinations are statistically "equated" each time a new form is administered. The equating process makes appropriate adjustments so that equivalent scores on examination forms of different difficulty levels are made comparable. The

purpose of equating is to maximize relative consistency in the Board standards for passing the examinations across forms.

Candidates' scores are converted to scaled scores in such a way that a particular score corresponds to the same level of achievement regardless of the form of the examination actually taken. In other words, a score of 75 on a specific examination has the same meaning as a score of 75 on any form of the examination. This means a candidate will not be penalized if the form of the examination taken is harder than the form given to another candidate.

Reporting of Examination Results

Part III examination scores will be reported to the State Board to which the candidate applied approximately three weeks following the exam. The State Board or Prometric will report pass/fail status to candidates.

Results are sent via mail and posted to your online account approximately three weeks after the examination.

State Boards using the Part III examination are denoted by an asterisk in the list beginning on Page 21.

Determination of the passing score

Each State Board has the ultimate authority for establishing the passing score in its state. NBPME, through its subcontractor, will recommend a cut score. Each State Board then defines its criteria for passing and notifies candidates of their pass/fail outcome, accordingly.

Score reliability

Reliability refers to the consistency of examination scores, the consistency with which candidates are classified as either passing or failing and the degree to which examination scores are free from errors of measurement. Errors of measurement may result from factors related to the examination, such as specific questions asked and an examinee's preparedness, or from factors not related to the exam, such as fatigue, personal interests or the attentiveness of an examinee on the day of the test. A person's score will not be perfectly consistent from one occasion to the next. The APMLE tests are analyzed each time to assure that any error of measurement is as small as possible, and falls within acceptable parameters. As a result, the reported score is considered both valid and reliable for licensure purposes.

Certified score reporting

The Federation of Podiatric Medical Boards (FPMB) is responsible for disseminating official Part III examination results after the initial reporting of scores to the State Boards.

It is the responsibility of candidates to determine in advance that the State Board to which they will apply will accept Part III scores earned out of state. States may be required by law or regulation to apply their own scoring standards. Consequently, a passing score in one state might not be a passing score in another state.

Applicants for licensure who need to have their Part III score certified to another State Licensing Board may do so online at **www.fpmb.org**. Click the "Order Reports" button. After completing the online form, visitors have the option to pay for requests with their Visa or MasterCard credit card. Alternatively, requests may be printed and mailed to the FPMB with a check.

Part III score reports are generally $45 per state, but charges can vary by state. For additional information, contact the FPMB Executive Office at 561.752.3735.

Licensing Boards

Licensing Boards			
Alabama	Idaho	Missouri	Pennsylvania
Alaska	Illinois	Montana	Rhode Island
Arizona	Indiana	Nebraska	South Carolina
Arkansas	Iowa	Nevada	South Dakota
California	Kansas	New Hampshire	Tennessee
Colorado	Kentucky	New Jersey	Texas
Connecticut	Louisiana	New Mexico	Utah
Delaware	Maine	New York	Vermont
Dist. of Columbia	Maryland	North Carolina	Virginia
Florida	Massachusetts	North Dakota	Washington
Georgia	Michigan	Ohio	West Virginia
Hawaii	Minnesota	Oklahoma	Wisconsin
	Mississippi	Oregon	Wyoming
Canadian Provinces			
Alberta	British Columbia		Ontario
Federal Agencies			
United States Army		United States Navy	

Comments, Questions, Concerns

Prometric provides an opportunity for general comments about the test center experience at the end of the exam. Prometric personnel will review candidate comments, but candidates will not receive a direct response.

If you are requesting a direct response about exam content, registration, scheduling or test administration (test site procedures, equipment, personnel, etc.), please submit your request by visiting **www.prometric.com/contactus**.

Prometric will investigate each concern and reply to comments within a reasonable length of time. Inquiries about scores or about eligibility and procedures for re-examination may also be directed to the website above.

Examination Integrity

Copyright

All proprietary rights in the examinations, including copyright and trade secrets, are jointly held by the NBPME and Prometric. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Score Validity

The NBPME shall either retain or reserve the sole right to determine whether or not an examination is valid or invalid. The acceptance of a candidate's application to take the examination or the scoring thereof or the release of said examination results to any party shall not act in any way to amend the right of

the NBPME to determine whether such examinations or the scores achieved thereon are valid or invalid in whole or in part.

A determination that an examination and the scores achieved thereon are invalid may be made at any time by the NBPME. The NBPME also reserves the right to cancel any scores that may already have been reported when subsequent information raises doubt of their validity.

Occasionally testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (such as a natural disasters). When group testing irregularities occur, Prometric will conduct an investigation to provide information to the NBPME. Based on this information, the NBPME may direct Prometric to either not score the examination or invalidate the examination scores.

When appropriate, the NBPME will arrange with Prometric to give affected test takers the opportunity to take the examination again as soon as possible, without charge. Affected test takers will be notified of the reasons for the invalidation and their options for retaking the examination.

Candidate Misconduct

The APMLE, prepared by the NBPME and administered by Prometric, serves an important public function and no misconduct will be tolerated.

Before individual test results are canceled or invalidated, a candidate will be notified and given an opportunity to provide additional information.

If, during the administration of an examination, or after completion of the examination, a test supervisor believes misconduct is taking or has taken place, certain options shall be available to the test supervisor or Prometric.

1. A test supervisor may dismiss a candidate from the test and file a report with Prometric stating the action and the reasons for dismissal.
2. A test supervisor may choose not to dismiss the candidate from the test. Under such circumstances, the test supervisor will file an irregularity report with Prometric describing his or her observations.

In either event, when a test supervisor reports to Prometric that a candidate might have committed misconduct during an examination, that candidate's test record is reviewed by Prometric and the NBPME.

Grounds for dismissal

Any candidate who does not have positive identification, who uses unauthorized aids, or does not follow the testing procedures can be dismissed from the test center. The NBPME may choose to have the test scores of such candidates canceled.

A candidate who is believed to be engaging in misconduct and does not heed the administrator's warning to discontinue the behavior may be dismissed from the test center. All of the following behaviors are considered to be misconduct:

- Giving or receiving assistance of any kind.
- Using any unauthorized aids.
- Attempting to take the examination for someone else.
- Failing to follow testing regulations or the instructions of the test administrator.

- Creating a disturbance of any kind.
- Removing or attempting to remove examination questions.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Altered Score Reports

Misconduct extends beyond behavior at the test center. Schools, state licensing agencies and medical staff offices at hospitals and residency programs all must rely on the integrity of score reports provided by NBPME. Any attempt to alter or misrepresent an official score report will be considered a serious breach of examination integrity.

Invalidation of Results

The NBPME has the right to question any test score when the validity is in doubt because the score may have been obtained unfairly. Prometric, acting on behalf of the NBPME, will undertake a confidential review of the circumstances giving rise to the questions about score validity. If there is sufficient cause to question the score, Prometric will refer the matter to the NBPME, which will make the final decision on whether or not the score is to be withheld or invalidated. In the event the NBPME determines that a candidate's individual test results will be withheld or invalidated, or that a group of results will be withheld or invalidated, the NBPME will notify the candidate or group.

Appeals procedure for misconduct

Upon written request or application in accordance with the appeal procedure, a candidate whose individual score is withheld or invalidated due to specific individual misconduct may, within 15 business days of the notification, submit a written request for a hearing.

The purpose of the hearing will be to provide an opportunity for the candidate to produce sufficient credible evidence that the decision to invalidate his or her score was made in error and that he or she should have the score validated.

The appeal process is not available should a group of candidates' scores be withheld or invalidated.

The determination as to whether an appeal shall be granted to an individual candidate is made by the NBPME taking into consideration the circumstances of the invalidation decision.

The hearing procedures shall be as follows:

1. The time, date, and place of the hearing will be set by the NBPME.
2. The hearing will be conducted by three members of the NBPME.
3. At the hearing, the candidate may represent such evidence as he or she deems proper and necessary. The candidate may be accompanied by an attorney and witnesses of choice.
4. The NBPME may request the appearance of any witnesses at the hearing as it deems necessary.
5. At the end of the hearing, the three NBPME committee members will evaluate the information presented and reach a conclusion, at its sole discretion, and may decide:

a. The candidate may retake the examination at a future date.

b. The candidate will not be permitted to retake the examination at any time. (In this case, the candidate may request reconsideration and reinstatement by the NBPME after one year.)

c. The test results represent a reasonable assessment of the candidate's knowledge in the areas sampled, and the candidate's scores may be released.

d. Some other action should be taken.

6 The candidate will be advised in writing by the NBPME of its decision at least 10 business days prior to the next deadline to file a registration for retesting.

7 The NBPME reserves the right to notify a candidate's college of any of the actions or decisions described above.

A complete set of procedures that apply to appeal hearings is available upon request.

Limitation of Liability

In no case shall the NBPME or Prometric be liable to any test taker or group of test takers, either in contract or tort, when, acting in good faith, either cancels, invalidates, withholds or changes a test score or result, as provided in the Bulletin. When appropriate, NBPME and/or Prometric, at their discretion, shall provide affected test takers with an opportunity to retake an examination or shall provide a refund of the registration fee paid.

Preparing for your Exam

The following content outlines are the basis of the Part III APMLE exam. Each exam will contain questions about the subjects in its outline. The percentage of the exam devoted to each content area is noted.

Each test contains scored items that exactly match the test specification. In addition, each test contains other pre-test or equator items that are vital to the program but do not count in scoring. Pretest items are placed in the exam to collect data used to determine the item's suitability for inclusion in the test bank. These additional items do not necessarily follow the specifications and may affect a candidate's perception of how many items on a given topic are encountered.

Part III Exam Content Outline

200 questions—Four-hour content time limit

I. Medicine – 29%

A. Comprehensive medical history and physical
B. Problem focused medical history and physical
C. Infectious diseases (e.g., bacterial, viral, fungal, parasitic)
D. Neurologic disorders (e.g., peripheral, central, spinal cord)
E. Peripheral vascular disease (e.g., PAD, venous, lymphatic, vasomotor)
F. Cardiovascular disorders (e.g., Hypertension, Congestive heart failure, Myocardial infarction, Arrhythmia)
G. Musculoskeletal disorders (e.g., Muscular dystrophy, polio, Multiple Sclerosis)
H. Respiratory disorders (e.g., asthma, COPD, emphysema)
I. Rheumatologic disorders (e.g., myopathies, infectious, rheumatoid, osteoarthritis, collagen diseases)
J. Metabolic and endocrine disorders (e.g., diabetes, gout, thyroid, renal, bone)
K. Hematologic disorders (e.g., anemias including sickle cell, leukemia)
L. Immunologic disorders (e.g., allergic and sensitivity reactions, immunosuppressive states)
M. Emergency medicine (e.g., medical/surgical, ACLS)
N. Dermatology (e.g., local and systemic manifestations, infections, nails)
O. Behavioral medicine (e.g., depression, abuse, anger disorders, non-adherent patients)
P. Pharmacological agents (e.g., indications, contraindications, efficacy, side effects)

II. Medical Imaging – 13%

A. Radiation protection and safety (e.g., radiation physics, biological effects, operator and patient protection, radiographic positioning, technique and development)
B. Normal radiographic anatomy, variations, and developmental landmarks
C. Radiographic pathology (e.g., congenital conditions, infectious disease, arthritic disease, trauma, metabolic disease, neoplastic disease, avascular necrosis, biomechanical interpretation)
D. Special imaging modalities (e.g., CT scan, MRI, contrast studies, nuclear medicine imaging, diagnostic ultrasound, positron emission tomography)
E. Interventional radiology (e.g., diagnosis and treatment of PAD)
F. Other diagnostic studies (e.g., nerve conduction velocity, electromyographic, non-invasive vascular studies)

III. Orthopedics and Biomechanics – 15%

A. Normal and abnormal function and structure (e.g., muscular, neurologic systems, gait analysis)
B. Trauma (e.g., acute, chronic, sprain, overuse, fractures)
C. Physical medicine and rehabilitation (e.g., orthoses [including materials], bracing, modalities [e.g., physical therapy], shoes)
D. Pediatric orthopedics (e.g., congenital, developmental, trauma)
E. Sports Medicine

IV. Anesthesia – 8%

A. General anesthesia (e.g., types of anesthetics, peri-operative considerations, ASA classifications, airway management, Monitored Anesthesia Care)
B. Regional anesthesia (e.g., spinal and local anesthesia, techniques)
C. Intravenous sedation (e.g., conscious sedation)

V. Surgery – 28%

A. Principles of wound healing (e.g., primary, secondary, tertiary)
B. Principles of tissue healing (e.g., bone, tendon, ligament, nerve, muscle)
C. Limb salvage (e.g., vascular, neuropathic reconstruction, trauma, deformity correction, diabetic)
D. Wound care (e.g., tissue substitutes, skin grafts)
E. Pre-operative evaluation and management (e.g., airway management, fluid, diet management, medication management)
F. Podiatric procedures and techniques (e.g., arthroscopy, surgical anatomy, pre-operative planning, fixation, biomaterials, hemostasis, special populations [pediatrics, geriatrics, immunocompromised])

G. Intra-operative management and considerations (e.g., hemostasis, blood loss, surgical techniques and complications)
H. Post-operative management (e.g., immobilization, weight bearing, pain management)
I. Complications management (e.g., infection, non-union, DVT, CRPS, non-adherence)
J. Operating room protocol

VI. Evidence Based Medicine – 3%

A. Critical skills necessary for the analysis of medical literature (e.g., research design and methodology, basic biostatistics, epidemiology, levels of evidence)
B. Implementing evidence based protocols

VII. Healthcare Management – 2%

A. Compliance protocols (e.g., quality control and assurance, performance improvements, CMS protocol, security risk analysis, HIPAA)
B. Disease prevention and control (e.g., nutrition, substance abuse, standard [universal] precautions, OSHA regulations, disaster)

VIII. Professionalism – 2%

A. Provider-oriented (e.g., standards of care, licensure, controlled substances, medical documentation, mandatory reporting)
B. Patient-oriented (e.g., ethics, informed consent, and humanistic qualities)

Directory of Podiatric Medicine Licensing Boards

Federation of Podiatric Medical Boards
12116 Flag Harbor Drive
Germantown, MD 20874-1979
202.810.3762

*Denotes State Boards that participate in the Part III program

***Alabama**
Board of Podiatry
2777 Zelda Road
Montgomery, AL 36106
334.269.9990
Fax: 334.263.6115
www.podiatryboard.alabama.gov

Alaska
State Medical Board
550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501
907.269.8160
Fax: 907.269.8156
www.commerce.state.ak.us/occ/pmed

***Arizona**
Board of Podiatry Examiners
1400 West Washington, Suite 230
Phoenix, AZ 85007
602.542.3095
Fax: 602.542.3093
www.podiatry.state.az.us

Arkansas
Board of Podiatric Medicine
2001 Georgia Avenue
Little Rock, AR 72207-5014
501.664.3668
www.arkansas.gov/directory/detail2.cgi?ID=1078

***British Columbia, Canada**
Association of Podiatrists
617-938 Howe Street
Vancouver, British Columbia V6Z 1N9
604.682.2767
Fax: 604.682.2766
www.foothealth.ca

***California**
Board of Podiatric Medicine
2005 Evergreen Street, Suite 1300
Sacramento, CA 95815-3831
916.263.2647
Fax: 916.263.2651
www.bpm.ca.gov
Email: BPM@dca.ca.gov

***Colorado**
Department of Regulatory Agencies
Podiatry Board
1560 Broadway, Suite 1350
Denver, CO 80202
303.894.7690
Fax: 303.894.7692
www.dora.state.co.us/podiatrists/

***Connecticut**
Department of Public Health, Podiatry Licensure
Practitioner Licensing and Investigations Section
410 Capitol Avenue, MS #12 APP
PO Box 340308
Hartford, CT 06134-0308
860.509.7093
Fax: 860.509.8457
www.ct.gov/dph
Email: oplc.dph@ct.gov (Preferred)

***Delaware**
Board of Podiatry
Cannon Building
861 Silver Lake Boulevard, Suite 203
Dover, DE 19904
302.744.4500
Fax: 302.739.2711
Email: customerservice.dpr@state.de.us

***District of Columbia**
Health Professional Licensing Administration
Board of Podiatry
717 14th Street NW, Suite 600
Washington, DC 20005
877.672.2174
Fax: 202.727.8471
www.hpla.doh.dc.gov

***Florida**
Board of Podiatric Medicine
For applications and fees (regular mail):
PO Box 6330
Tallahassee, FL 32314-6330
850.245.4355
Fax: 850.922.8876
www.doh.state.fl.us/mqa/podiatry

***Georgia**

Board of Podiatry
237 Coliseum Drive
Macon, GA 31217-3858
478.207.2440
877.588.0446, 866.888.7127
www.sos.ga.gov/plb/podiatry/

***Hawaii**

Board of Medical Examiners
DCCA, PVL, Licensing Branch
PO Box 3469
Honolulu, HI 96801
OR
Licensing Branch
335 Merchant Street, Room 301
Honolulu, HI 96813
808.586.3000
Fax: 808.586.2874
http://hawaii.gov.dcca/areas/pvl/boards/medical/
Email: pvl@dcca.hawaii.gov

Idaho

Bureau of Occupational Licenses
Board of Podiatry
999 Main Street, Suite 910
Boise, ID 83702-5642
208.332.0102
Fax: 208. 41D.EGOV
http://ibol.idaho.gov/pod.htm
Email the Board at pod@ibol.idaho.gov

***Illinois**

Department of Financial and Professional Regulation
320 West Washington Street, P.O. Box 7086
Springfield, IL 62791
217.785.0800
Fax: 217.782.7645
www.idfpr.com/dpr/WHO/pod.asp

Illinois Part III Applications

Continental Testing Services
Missy Kwak
PO Box 100
La Grange, IL 60525-0100
800.359.1313
Fax: 708.345.9922
www.continenttesting.net
Email: mkwak@continentaltesting.net

***Indiana**

Professional Licensing Agency
Board of Podiatric Medicine
402 West Washington Street, Room W-072
Indianapolis, IN 46204
317.234.2064
Fax: 317.233.4236 & 317.233.5559
www.in.gov/pla/podiatry.htm
Board Email Address: pla5@pla.IN.gov

***Iowa**

Bureau of Professional Licensure
Board of Podiatry
Lucas State Office Building, Fifth Floor
321 East 12th Street
Des Moines, IA 50319-0075
515.281.4287
Fax: 515.281.3121
http://idph.state.ia.us/licensure

***Kansas**

State Board of Healing Arts (Podiatry)
800 Jackson, Lower - Level – Suite A
Topeka, KS 66612
785.296.7413 or 888.886.7205
Fax: 785.296.0852
www.ksbha.org

***Kentucky**

Board of Podiatry
PO Box 174
Glasgow, KY 42142-0174
270.834.8932
Fax: 270.834.1437
http://podiatry.ky.gov/

***Louisiana**

State Board of Medical Examiners
Licensure of Podiatrists
PO Box 54403
New Orleans, LA 70154-4403
504.568.6820, ext. 225
Fax: 504.568.8893
www.lsbme.la.gov/
Email: pjohnson@Isbme.la.gov

***Maine**

Office of Licensing & Registration
Board of Licensure of Podiatric Medicine
35 State House Station
Augusta, ME 04333-0035
207.624.8603
Fax: 207.624.8637
www.maine.gov/pfr/professionallicensing/professions/podiatrists/index.htm
Email: podmed.board@maine.gov

***Maryland**

Department of Health and Mental Hygiene
Board of Podiatric Medical Examiners
4201 Patterson Avenue, Room 310
Baltimore, MD 21215-2299
410.764.4785
866.253.8461
Fax: 410.358.3083
www.mbpme.org/

***Massachusetts**

Division of Professional Licensure
Board of Registration in Podiatry
1000 Washington Street, Suite 710
Boston, MA 02118 - 6100
617.727.3093
617.727.0139
www.state.ma.us/reg/boards/pd
Email: Joann.Termine@state.ma.us

Massachusetts Part III Applications

Professional Credential Services
MA Podiatry Coordinator
P.O. Box 198689
Nashville, TN 37219-8689
617.727.3084
Fax: 615.846.0153
www.pcshq.com

***Michigan**

Department of Community Health
Board of Podiatric Medicine and Surgery
PO Box 30670
Lansing, MI 48909
517.335.0918
E-mail: bhpinfo@michigan.gov
www.michigan.gov/healthlicense

***Minnesota**

Board of Podiatric Medicine
2829 University Avenue SE, Suite 430
Minneapolis, MN 55414-3245
Phone: 612.548.2175
Fax: 612.617.2698
www. podiatricmedicine.state.mn.us/
Email: podiatric.medicine@state.mn.us

Mississippi

State Board of Medical Licensure
1867 Crane Ridge Drive, Suite 200-B
Jackson, MS 39216
601.987.3079
Fax: 601.987.4159
www.msbml.state.ms.us/

***Missouri**

Division of Professional Regulation
Board of Podiatric Medicine
P.O. Box 1335
Jefferson City, MO 65109
573.751.0293
800.735.2466
www.pr.mo.gov/
Email: profreg@pr.mo.gov

***Montana**

Board of Medical Examiners
301 South Park Avenue, Fourth Floor
PO Box 200513
Helena, MT 59620-0513
406.841.2361
Fax: 406.841.2305
http://bsd.dli.mt.gov/license/bsd_boards/med_board/board_page.asp
Email: dlibsdmed@mt.gov

***Nebraska**

Department of Health and Human Services
Professional and Occupational Licensure
301 Centennial Mall South
Lincoln, NE 68509-4986
402.471.2118
Fax: 402.471.3577
www.hhs.state.ne.us/crl/profindex1.htm

***Nevada**

State Board of Podiatry
1105 Terminal Way, Suite 202
Reno, NV 89502
775.789.2605
Fax: 775.786.7188
http://podiatry.state.nv.us/
Email: nvpodiatry@bop.nv.gov

***New Hampshire**

Board of Registration in Podiatry
2 Industrial Park Drive, Suite 8
Concord, NH 03301
603.271.1203
Fax: 603.271.6702
www.nh.gov/podiatry
Email the Board: ptaylor@nhsa.state.nh.us

New Jersey

Division of Consumer Affairs
State Board of Medical Examiners
140 E. Front Street
Trenton, NJ 08625-0183
609.826.7100
Fax: 609.826.7117
www.njmedicalboard.gov

***New Mexico**

Regulation and Licensing Department
Board of Podiatry
2550 Cerrillos Road, Second Floor
Santa Fe, NM 87505
505.476.4622
Fax: 505.476.4645
www.rld.state.nm.us/podiatry/index.html

***New York**

NYS Education Department
Office of the Professions
Division of Professional Licensing Services
Podiatry Unit
89 Washington Avenue
Albany, NY 12234
518.474.3817, ext. 180
Fax: 518.402.5944
www.op.nysed.gov/prof/pod/
Email: podbd@mail.nysed.gov

***North Carolina**

Board of Podiatry Examiners
1500 Sunday Drive, Suite 102
Raleigh, NC 27607
919.861.5583
Fax: 919.787.4916
www.ncbpe.org
Email: info@ncbpe.org

***North Dakota**

Board of Podiatric Medicine
911 Elm Avenue
Dickinson, ND 58601
701.483.9165
Fax: 701.483.9165
www.governor.state.nd.us/boards/
Email: ndbpme@yahoo.com

***Ohio**

State Medical Board
Podiatry Licensure
30 East Broad Street, Third Floor
Columbus, OH 43215-6127
614.466.3934
Fax: 614.728.5946
www.med.ohio.gov

Oklahoma

Board of Podiatric Medical Examiners
PO Box 18256
Oklahoma City, OK 73154-0256
405.962.1400
Fax: 405.962.1440
www.okmedicalboard.org/podiatrists

***Oregon**

Oregon Medical Board
1500 SW First Avenue, Suite 620
Portland, OR 92701-5847
971.673.2700
Fax: 971.673.2670
www.oregon.gov/OMB/
Email: omb.info@state.or.us

***Pennsylvania**

State Board of Podiatry
PO Box 2649
Harrisburg, PA 17105-2649
717.783.4858
Fax: 717.787.7769
www.dos.state.pa.us/pod
Email: ST-PODIATRY@pa.gov

Puerto Rico

Board of Examiners in Podiatry
Departmento De Salud
Call Box 10200
San Juan, PR 00908
787.725.8161
Fax: 787.725.7903

***Rhode Island**

Office of Health Professionals Regulation
Board of Examiners in Podiatry
3 Capitol Hill, Room 104
Providence, RI 02908-5097
401.222.2828
Fax: 401.222.1272
www.health.ri.gov/hsr/professions/podiat.php
Contact: J. Michel Martineau
Email: jmichel.martineau@health.ri.gov

***South Carolina**

Department of Labor, Licensing and Regulation
Board of Podiatry Examiners
PO Box 11289
Columbia, SC 29211 - 1289
803.896.4500
Fax: 803.896.4515
www.llr.state.sc.us/pol/podiatry/
Email: Podiatryhelp@llr.sc.gov

***South Dakota**

Board of Podiatry Examiners
810 N. Main Street, Suite 298
Spearfish, SD 57783-2446
605.642.1600
Fax: 605.722.1006
http://doh.sd.gov/boards/podiatry/
Contact: Executive Secretary

***Tennessee**

Health Related Boards
Board of Podiatric Medical Examiners
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
615.741.5735 or 800.778.4123
Fax: 615.532.5369
http://health.state.tn.us/Boards/Podiatry/index.htm

***Texas**

State Board of Podiatric Medical Examiners
PO Box 12216
Austin, TX 78711
512.305.7000
Fax: 512.305.7003
www.tsbpme.texas.gov

***Utah**

Division of Occupational & Professional Licensing
Board of Podiatry
PO Box 146741
160 East 300 South
Salt Lake City, UT 84114
801.530.6628
Fax: 801.530.6511
www.dopl.utah.gov/licensing/podiatry.html
Email: doplweb@utah.gov

Vermont

Department of Health
Board of Medical Practice
P.O. Box 70
Burlington, VT 05402-0070
802.657.4200; 802.657.4223
Fax: 802.865.7754
http://healthvermont.gov/hc/med_board/bmp.aspx
Email: medicalboard@state.vt.us

***Virginia**

Board of Medicine
9960 Mayland Drive, Suite 300
Henrico, VI 23233-1463
804.367.4471
Fax: 804.527-4426
www.dhp.state.va.us/Medicine
Email: medbd@dph.virginia.gov

***Washington**

Department of Health, Podiatric Medical Board
PO Box 47877
Olympia, WA 98504-7877
360.236.4700
Fax: 360.236.4818
www.doh.wa.gov/hsqa/Professions/Podiatry/

***West Virginia**

Board of Medicine, Podiatric Licensure
101 Dee Drive, Suite 103
Charleston, WV 25311
304.558.2921, ext. 221
Fax: 304.558.2084
www.wvbom.wv.gov/req_pod.asp

***Wisconsin**

Department of Regulation and Licensing
Podiatry Affiliated Credentialing Board
PO Box 8935
Madison, WI 53708-8935
608.266.2112
Fax: 608.261.7083
http://drl.wi.gov/boards/pod/index.htm

Wyoming

Board of Registration in Podiatry
1800 Carey Avenue, Fourth Floor
Cheyenne, WY 82002
307.777.3628
Fax: 307.777.3508
http://plboards.state.wy.us/podiatry/index.asp
Email: Emily.cronbaugh@wyo.gov

Create your Online Account, etc.

Below are steps that outline how to create your online account, apply for, and schedule your APMLE Part III examination.

Important:

- **Please use a valid email address when creating your account.**
- **Payment for examination fee must be made by credit card at time of scheduling.**

Step 1: Create your online account

A. Create your online account (**First-time Users**)

- Visit **https://www.prometric.com/NBPME** and then select "Access My Account."
- From the Login Page, click on Create Account.
- Complete all required information:
    - Username – This is your email address
    - Password
    - Acknowledge that you have read and agree to the Prometric Data Privacy Policy
    - Click on "Create Account"
- You will receive an Account Activation email.
    - You must click on the link in the email within 24 hours. After 24 hours you must recreate your account.
    - This will validate your email address.
- Log into your Prometric account and complete required profile information.

OR

B. Log in to your account (**Existing Users**)

- Visit **https://www.prometric.com/NBPME** and then select "Access My Account."
- From the Login Page, enter your existing username (email address) and password.

Step 2: Apply for your exam

C. Log into your Prometric account to view your Dashboard. Click on "Apply" next to the exam name under "Applications."

D. Complete your application.
    - If you have graduated, you will be required to upload supporting documentation (transcript or diploma, and letter of approval, if required) during your application process.
    - Supported formats are Word and PDF, with a maximum file size of 2MB.

E. Once you have completed your application, including uploading your documents (if required) click on "Submit."

F. Your application will then be submitted for approval.

G. Once approved, you will receive your ATT email notification that you can now schedule your exam.

Step 3: Schedule your exam

H. Log into your Prometric account and click on “Schedule Now” next to the exam name under “Ready to schedule.”
I. Select Test Center, Date & Time, and pay for your exam – This completes the scheduling process.
J. You will receive an Appointment Confirmation email.
K. You can log into your Prometric account to view your scheduled exam details under “Scheduled.”