

**NBPME
Minutes
Orlando, FL
July 25, 2015
Meeting Room: Gleneagles ABC Room**

OPEN SESSION

CALL TO ORDER

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

Dr. Gregory Davies	Dr. Roland Ramdass
Dr. Robert Eckles	Jennifer Romero (Staff, Prometric)
Kevin Grierson (APMSA Liaison)	Dr. Vivian Rodes
Dr. Jonathan Haber	Dr. Lawrence Santi (APMA Liaison)
Kathryn Hill (Staff, Prometric)	Dr. Barbara Showers
Dr. Mary Jones Johnson	Kerry Simm (Consultant)
Dr. Thomas Leecost	Dr. Alyssa Stephenson
Dr. Paul Naylor (Visitor)	Andrea Terry (Staff, Prometric)
Moraith North (AACPM)	Phil Park (Staff)
Dr. Jeffrey Page (AACPM Liaison)	Ellen Veruete (Staff)
Dr. Kathleen Pyatak-Hugar	

Drs. Judith Beto and Michael LaPan were unable to attend the meeting due to prior commitments.

ORGANIZATIONAL REPORTS

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

APMA

Dr. Santi presented the written report that is attached as Appendix A. In addition to the report, Dr. Santi discussed the APMA's support for a proposed pilot scenario where podiatry students would be given the opportunity to take the USMLE Step 1 examination. Concerns regarding the potential ramifications of the pilot were discussed. Dr. Santi emphasized that the APMA was not disregarding the National Board Exams, but rather supporting a pilot exam that, some supporters claim, could produce helpful information for the profession as well as support the goal of parity.

PROMETRIC

Jennifer Romero, Andrea Terry and Kathryn Hill presented a slide show to the Board; a full copy of the presentation is attached as Appendix D.

Andrea Terry began the presentation with a review of the completed enhancements at the Prometric Testing Centers. The enhancements include larger monitors, improved software and a new mega-lab testing center in Chicago.

Jennifer Romero discussed the top NBPME Prometric Centers, their seat capacities available to accommodate our candidates and the new seats that were added over the year. Jennifer also discussed the July Part I exam administration's successes and issues. Prometric successfully tested 616 candidates for the July Part I exam on the new Linear on the Fly (LOFT) exam model. There were zero displacements for this administration. A capacity concern did develop for two Part I sites which Prometric quickly addressed by organizing testing events in each of those locations. All students were able to sit for the exam close to their school.

A technology glitch allowed Part I scores to be released to their individual Candidate Management System (CMS) accounts a day after the exam administration. Prometric promptly removed these scores and is currently working to prevent a future reoccurrence.

Part II candidates will begin using CMS accounts for their exam administration in January 2016.

Jennifer briefly reviewed the overall testing volumes, the growth of the testing volumes over the past three years, and the 2016 exam dates.

Kathryn Hill expressed how excited she was regarding the success of the July Part I exam administration on the new LOFT exam model. She reviewed the Part I exam's content constraints, psychometric constraints and exposure control, which all met industry standards. Most results were above industry standards.

Dr. Page raised several issues with the new LOFT that were brought to his attention by Part I students.

- Several students felt that they did not receive an appropriate number of items in subject areas.

- Several students felt that they received duplicate items on the exam.

- Several students were concerned that the Part I exam required extensive time to load and that the loading time counted toward their exam time.

Kathryn felt confident that the students received the appropriate number of items per subject. She also thought the duplicate items may be the result of an active scored item similar to a pretest non-scored item. Dr. Page has agreed to provide her the names of the students. She will review their exams and report back on these concerns.

Kathryn and Jennifer both agreed that the load time for the Part I exam did not affect a candidate's testing time. A timer is available at the top of the candidate's computer screen which begins when a candidate starts their exam. Candidates may reference the timer if they have future concerns. A note will also be added to bulletin that will address this concern.

The Part II exam will begin on the LOFT exam model in January 2016. Kathryn reviewed and confirmed that the item pool and the constraints for the exam have met industry targets.

APMSA

Mr. Grierson presented a written report that is attached as Appendix B. As a representative for the students, he again thanked the Board for cancelling the Part II CSPE Exam for the class of 2016. He also thanked the Board for his experiences as a liaison. His term will end in February 2016. The Board appreciated his input and support over the past two years.

AACPM

Dr. Page presented an oral report to the Board. During that report, he discussed the concerns and issues regarding the item writing and review sessions. Most faculty members would prefer to meet in the same room rather than in a webinar format for the review sessions. However, it is understood that there are the financial reasons for hosting the review in a webinar format.

Dr. Page also explained that Faculty are encountering technical difficulties when attempting to write items with MyItemWriter. Dr. Page has discussed this issue with Shaneka Parham at Prometric and they are currently working with AACPM to resolve these issues.

Some other items that Dr. Page focused on during his presentation are below.

-Faculty would like to be involved with the Problem Item Analysis Reviews in the future. Timing and logistics were discussed but all parties believe that with some planning and communication, their participation would be welcomed and appreciated.

-There was a concern regarding the 2016 class exemption for the Part II CSPE Exam and how it will effect score reports in the future at a state licensing board. While an exempted student will not be penalized for not taking the CSPE, they will also not be credited with passing the CSPE unless they actually take the exam and pass. Staff, Prometric and FPMB will work together to create a statement and a notation of the exemption when reporting the scores to the states for students in that class.

-There were a small number of students that sat and failed the Part II CSPE exam prior to 2015 Part II CSPE cancellation. CPME has worked to allow these few students to begin their residency. In order to receive their residency completion certificate, they will be required to pass the Part II CSPE exam.

CSPE COMMITTEE

President Haber reported that the CSPE Committee met with NBOME on June 8th in Conshohocken, PA. The meeting was informative and it appears that NBOME will be supportive and more flexible with the candidates and the administration of the Part II CSPE Exam.

The Part II CSPE contract was received and sent to the board members. It will be discussed in our executive session.

PRESIDENT'S REPORT

The Board accepted the President's Report as presented.

FPMB REPORT

The FPMB Report was accepted as presented and is attached as Appendix C.

RECOGNITION OF SERVICE

President Haber presented plaques to the following members to recognize the Board's appreciation for their outstanding service as board members and as a liaison.

- Barbara Showers - Psychometrician member
- Thomas Leecost - FPMB member
- Kevin Grierson – APMSA liaison

EXECUTIVE SESSION

Minutes and Conference Call Summaries

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

Test Committee

Barb Showers provide a written report that was accepted as presented. Dr. Showers also informed the Board that the Test Committee and Prometric's staff met on Friday, July 24th. The discussion mainly focused on LOFT and the details that were already provided to the Board during Prometric's presentation.

Finance Committee

Audit Report

The final audit report, which had been sent to the Board prior to the meeting, was accepted.

Budget

Dr. Pyatak-Hugar presented the budget, which had been reviewed and recommended for approval by the Finance Committee. The Committee also recommended that the exam fees not be increased for this year. Phil pointed out that, while it is financially feasible to keep the CSPE fees at the same \$1230 for the next administration, the Board will have to give serious consideration to an increase for future years. The budget and recommendation were approved unanimously.

Investment Policy

No action is required at this time.

Bylaws Committee

No action is required at this time.

Nominating Committee and Elections

The Nominating Committee met on Friday, July 24th to discuss their recommendations for the current available board positions. Dr. Davies presented the Board their recommendations.

After the Board discussed the nominees, and votes on each position, the following were unanimously approved for the position or office indicated minus one. Dr. Kathy Pyatak-Hugar abstained from voting on the FPMB position.

Board Member positions:

- a. FPMB Member: Kirk Contento, DPM
- b. State Board Member: Jaime Escalona, DPM
- c. Psychometrician: Paul Naylor, PhD
- d. College Educator: Jon Haber, DPM

Officers:

- a. President: Jon Haber, DPM
- b. Vice President: Mary Jones Johnson, DPM
- c. Secretary/Treasurer: Kathy Pyatak-Hugar, DPM

In addition, the Board unanimously voted and approved Vivian Rodes to begin her full term as the state board member.

Future Board Meeting Dates:

JW Marriott, Washington, D.C.
Mid-Winter Meeting date: March 19, 2016

The Board agreed not to meet in Philadelphia for the 2016 Annual Meeting. The Board will send their recommendations for a meeting location by e-mail. Staff will send the recommendations to President Haber for his review. Once reviewed, Staff will conduct a survey which the results will determine the location of the meeting.

Adjournment

The meeting adjourned at 1:40 p.m.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Paul Naylor", with a stylized flourish at the end.

Executive Director

APMA Report to the NBPME

Submitted by Lawrence A. Santi, DPM, FASPS.

- James R. Christina, DPM, was selected after a lengthy national search process as APMA's new executive director and CEO and confirmed by the House of Delegates on March 21. Dr. Christina will succeed Glenn B. Gastwirth, DPM, who has held the position for more than 17 years
- APMA provides significant funding for the residency genesis facilitation initiative at AACPM and communicates about the initiative frequently in its [publications](#), on its [website](#), and at in-person meetings. 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.
- 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 is 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.

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.

Legislative Update

- New 114th Congress
- Must re-introduce Helping Ensure Life- and Limb-Saving Access to Podiatric Physicians Act (HELLPP Act)
- Priorities

- 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



APMSA Report to the NBPME

Liaison: Kevin Grierson

CSPM 2016

Last Meeting: March 2015 – Washington, DC

Next Meeting: July 2015 – Orlando, FL

I. Part II CSPE

On behalf of both the students and the APMSA, I would like to thank the NBPME for being receptive to student feedback and putting student concerns at the forefront while making the difficult decision to postpone the Part II CSPE exam for the class of 2016. The APMSA appreciates the effort to try and reschedule the exam and feel as though the postponement gives the most benefit to students who will be going through the 2016 match cycle.

In the letter regarding the CSPE, there was mention of opening a testing site in Chicago. **Is there a timeline for when the Chicago site will be opened?**

On a final note, this will be my last meeting while serving as the liaison for the APMSA. It has been my distinct pleasure to work with this organization and I would like to thank you for the many positive experiences. I have enjoyed working with each of you over the last 2 years and I will continue to be the NBPME liaison until February 2016, at which time a new liaison will be elected.

Respectfully Submitted,

Kevin Grierson
CSPM 2016
APMSA Liaison to the NBPME

Federation of Podiatric Medical Boards

12116 Flag Harbor Drive ♦ Germantown, MD 20874 ♦ 202-810-3762 ♦ www.fpmb.org

Office of the Executive Director
Russell J. Stoner

DATE: June 29, 2015
TO: National Board of Podiatric Medical Examiners
FROM: Federation of Podiatric Medical Boards
SUBJECT: Report for NBPME Meeting

The Federation of Podiatric Medical Boards (FPMB) Executive Board held its annual meeting on Saturday, April 25, 2015 in Fort Worth, Texas. The meeting was attended by:

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

Also in attendance were:

- Humayan J. Chaudhry, DO, MS, MACP, FACOI (President and CEO, Federation of State Medical Boards)
- Donald H. Polk, DO (Chair, Federation of State Medical Boards)

At the meeting, Dr. Chaudhry of the Federation of State Medical Boards (FSMB) discussed a number of current events. Considerable time was spent by the FPMB leading a discussion about parity for the podiatric profession and the FSMB leading a discussion about their Interstate Compact. (The goal of the compact is to make it easier for physicians to obtain licenses to practice in multiple states and would strengthen public protection by helping states share investigative and disciplinary information.) In addition to the regular business meeting, committee reports were given regarding the Council on Podiatric Medical Education and National Board of Podiatric Medical Examiners. The 2015-2016 FPMB Executive Board is as follows:

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

The next annual meeting will be held on Saturday, April 30, 2016 in San Diego, California.

The FPMB continues to play a critical role in the licensure process for State Boards by providing certified NBPME Part III score results (934 over the past 12 months) and disciplinary action data reports, both of which can be ordered online via the FPMB web site. The disciplinary data bank is the largest in podiatry tracking disciplinary actions against over 1,600 individuals 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 web site continues to provide value to the podiatric community. Second only to the online ordering page, the Member Boards List section is the most popular. This section provides the following contact information for each of the State Boards:

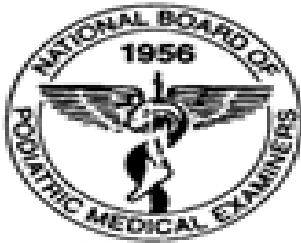
- State Board Name
- Address(es)
- Web Site URL
- Contact Name & Title
- Phone Number
- Email Address

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. The FPMB works diligently with State Boards to keep the Member Boards List data current and will reach out to all State Boards in August to request updated information. A recent addition to this section is the “Disciplinary Actions on Web Site” that provides the web site URLs for disciplinary actions/license verifications for 44 State Boards.

The FPMB and NBPME continue to work together for the betterment of the profession. The FPMB gives special recognition to Jennifer Romero, Prometric Client Services Manager, for her ongoing helpfulness and responsiveness. In particular, the timely transfer of the June 2015 Part III exam results enabled the FPMB to process a queue of two dozen pending requests in record time. Additionally, the FPMB was pleased to assist the NBPME with an information request to our Member State Boards regarding limited licenses for podiatry and any related requirement for the APMLE Part III exam.

Finally, the FPMB has set a goal of “striving to be the easiest and fastest part of the licensure process for both podiatrists [candidates] and State Boards”. To achieve this goal, the FPMB continues to invest in its information systems. In March 2015, the FPMB replaced its back office software with a new system that features a direct connection to the online (web) ordering system

to ensure accuracy, redesigned report templates with a watermark and core order information for better security and utility, and implemented email notifications to podiatrists [candidates] when a report has been sent for enhanced communication. The FPMB is proud of the high level of service it provides in providing Part III score reports and will continue its investment and innovation.



The National Board of Podiatric Medical Examiners

Board Meeting



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Prometric Updates

Investments and Planning

- Completed installation of new high-performance test display monitors in all North American testing centers by first week of April, 2015.
- Monitors feature the latest in industry standards, including larger 23" displays, optimized viewing with a 16:9 aspect ratio and higher resolution quality with a 1920 x 1080 resolution.

Monitor Upgrade



Chicago Megalab

- In July 2015, our Chicago Megalab relocated, giving us the opportunity to not only move the physical location, but also to innovate and improve the candidate experience.
- Our Chicago location boasts the second highest NBPME test volume nation wide, with 143 candidates testing there from 2013 to 2015.



New Features Include:

- Increased capacity – 5 labs, 104 seats, 2 separate rooms
- Brand new furniture, lockers, equipment
- Secure room with metal-detecting panel in front of doorway
- Call buttons on testing stations that link back to proctor
- Enhanced communication amongst TCAs via wireless headsets

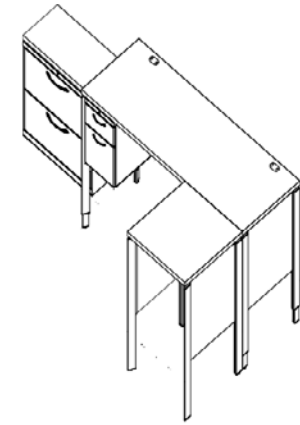
Furniture



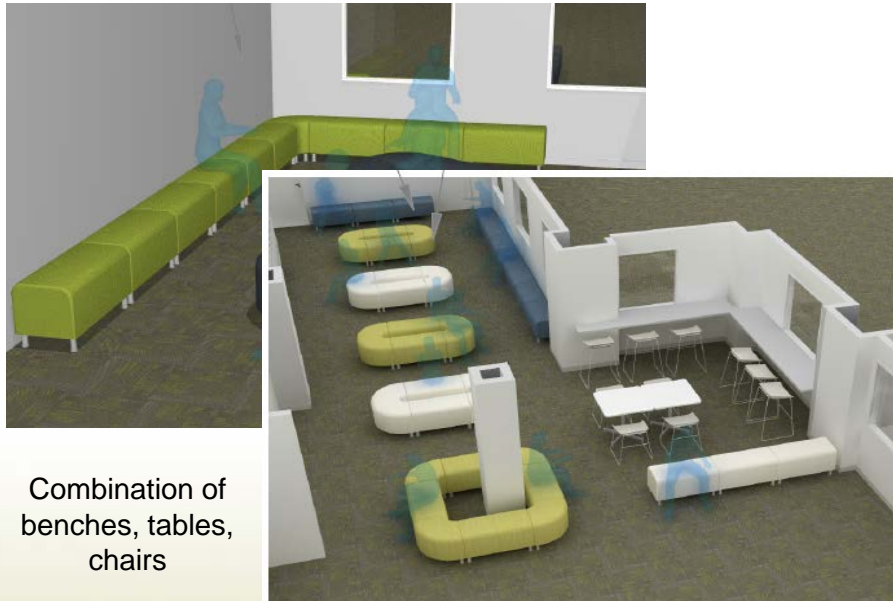
Taller lockers for coats, backpacks and briefcase secure storage



Lower, longer, sleeker, lit reception desk



Higher proctor desks and chairs



Combination of benches, tables, chairs

Furniture Improvements:

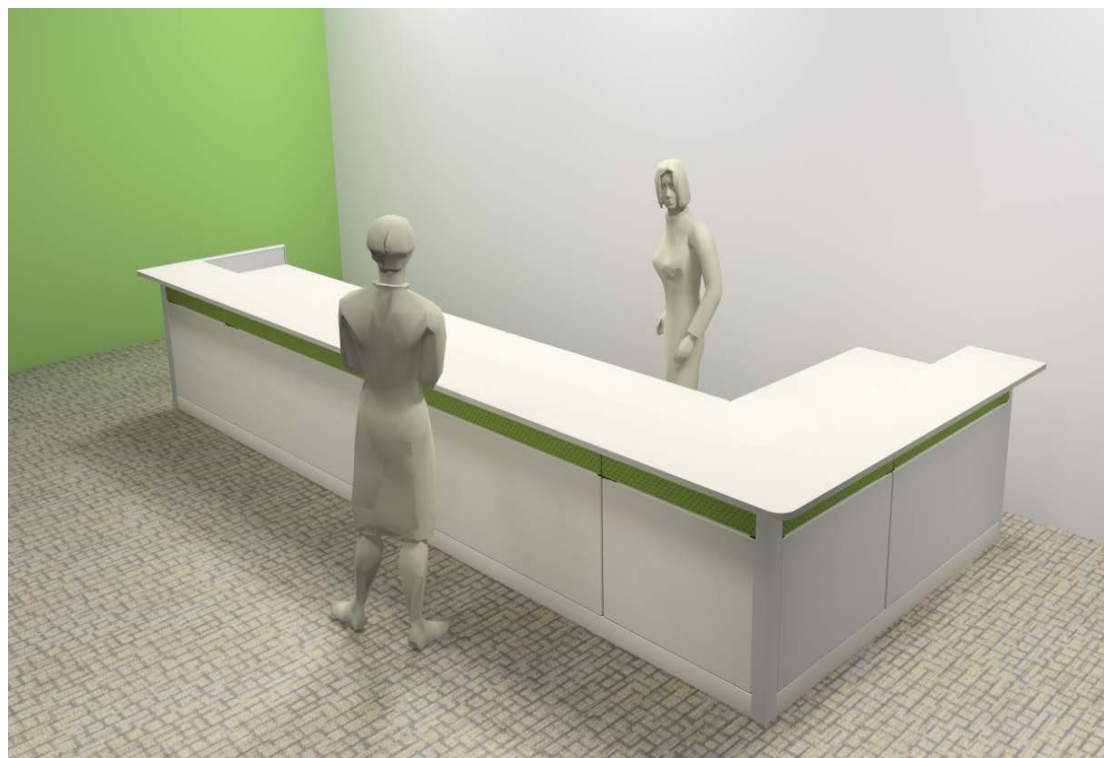
-Proctor Area

- Higher proctor desks and chairs
- Sturdier, cable hiding testing cubicles

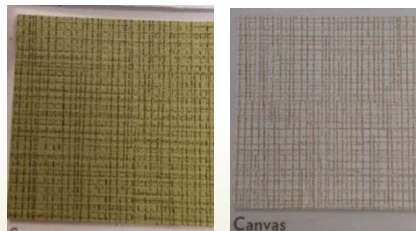
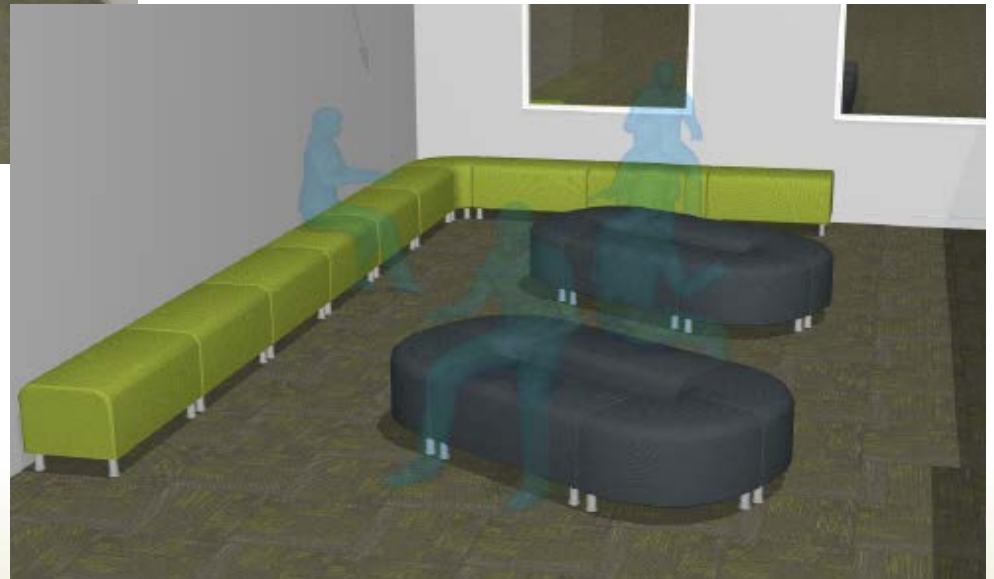
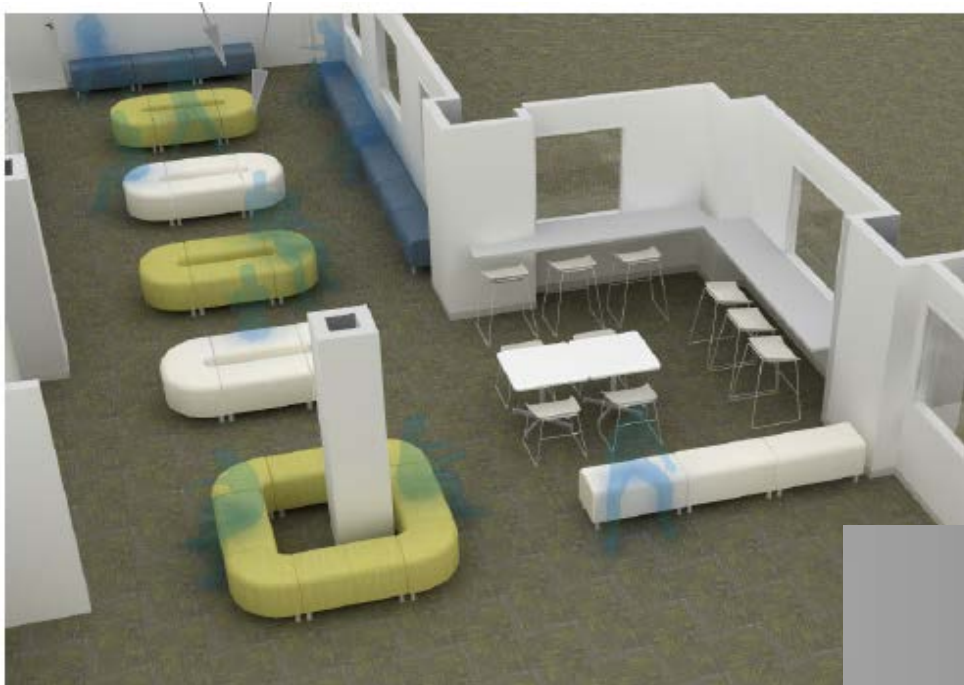
-Reception / Waiting Area

- Larger lockers
- Lower, longer, sleeker, lit reception desk
- Combination of benches, chairs, tables
- Informational televisions

Reception Area



Waiting Area & Secure Zone



Entry into Secure Zone

PROMETRIC



Built in Security Scanners



Utilizing a walkthrough scanner will:

- speed up the candidate check-in process,
- enhance the security of the “wandering” process and;
- identify the location of the prohibited items attempting to enter the test lab.

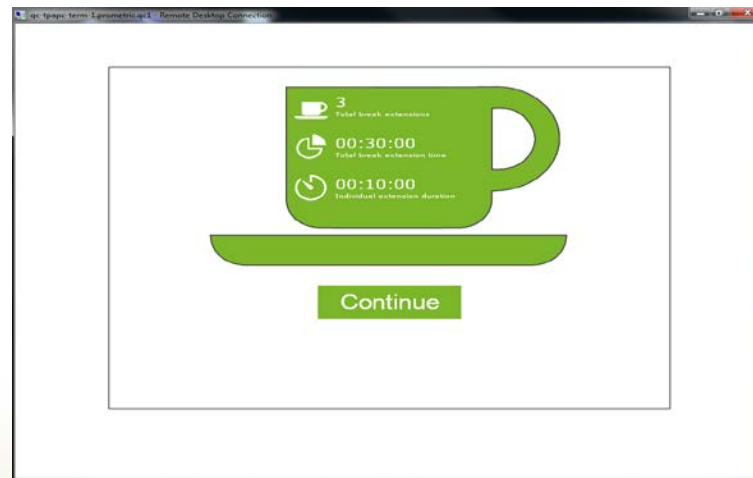
There will be a second door next to this entrance for those candidates that are unable to go through a metal detector (pregnant, pace maker, etc).

The wands will still be on hand as a back up scanning process.

- Upgrade of our test center infrastructure to improve the quality and performance of the testing centers with advances in Operating Systems and software
 - Enhances the performance of the servers and testing workstations
 - Keeps global infrastructure current with ongoing test delivery/publishing demands
 - Prepares the network for more significant transformational change with the implementation of virtualization
- Deployment of 800 new, robust servers and implementation of Windows Server 2008 **complete**
- Deployment of Administrator's workstations with Windows 7 **complete**
- Domestic and International workstation virtualization with implementation of Windows 7 in **complete**

Testing Accommodations- TA 2.0

- From 2013 to 2015 YTD- 175 candidates (2.98%) tested with accommodations
- Release of new Testing Accommodations features in 2015
 - Ability to change number and duration of breaks allowed per section or per exam
 - Support variable timing for exams



Test Center Network Snapshot



Region	Prometric Locations	Workstations
North America	289	5,217
International	107	1,765
Totals	398	6,892

Top NBPME Sites 2013-2015

Center City	Total
PHILADELPHIA, PA	461
CHICAGO, IL	143
MIAMI, FL	140
FT LAUDERDALE, FL	100
STOW, OH	99
MIDDLEBURG HEIGHTS, OH	122
MENTOR, OH	225
WEST DES MOINES, IA	105
NEW YORK, NY	99
Total	1494

Domestic Channel Expansion 2015



- Expanding the North American Channel by adding 318 seats in 44 Markets
- New Markets Include:
 - Bakersfield, CA
 - Mansfield, OH
 - Regina, SK
 - Victoria, BC

NBPME Updates

July 2015 LOFT Admin

Overview

- Successfully tested 616 Part 1 candidates on the new Linear on the Fly (LOFT) exam model
- Zero displacements

Capacity Concerns

- Limited availability in Des Moines, IA and Kent, OH
- Prometric organized testing events in each location, ensuring each student was able to secure a seat close to their school

Score Release

- Issue occurred where scores were released to CMS the day after the admin
- Identified system issue and quickly removed scores
- Currently working with Technology to prevent reoccurrence

Candidate Management System

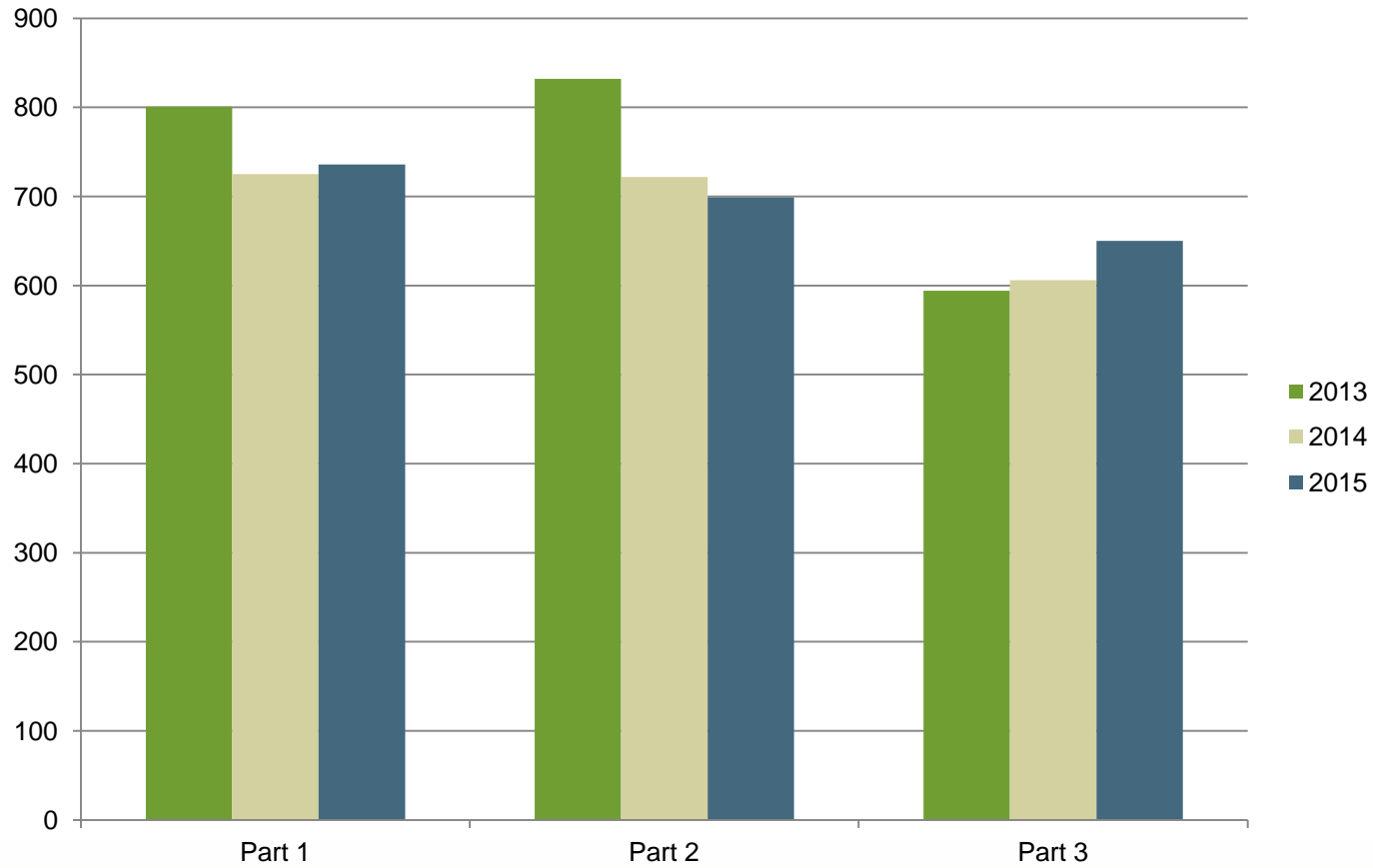
- Candidates able to apply electronically beginning with the class of 2016
 - Electronic Dean approval
- Successfully implemented and utilized for Part I in 2014 and 2015
- Will be utilized for Part 2 beginning with the January, 2016 exam.

Testing Volumes and Growth 2013-2015

Year	Jan Part 2	Feb Part 2	May Part 2	Jun Part 3	Jul Part 1	Oct Part 1	Dec Part 3	Total
2013	625	147	60	315	639	162	279	2227
2014	591	90	41	321	619	106	285	2053
2015	575	93	31	330	616	120*	320*	2085*

* Indicates projected volumes

Testing Volumes and Growth 2013-2015



Part 2- CSPE

- Clinical Skills exam delivered in August, 2014 and February 2015
- Candidates tested in NBME's Clinical lab
 - Prometric collected registrations, created eligibilities, and reported scores
- Next admin- August 2016

2015 Examination Dates

Part I

July 8, 2015

October 7, 2015

Part II

January 6, 2015

February 18, 2015

May 6, 2015

Part III

June 3, 2015

December 2, 2015

2016 Examination Dates

Part I

July 7, 2016

October 5, 2016

Part II

January 5, 2016

February 17, 2016

May 4, 2016

Part II CSPE

TBD

Part III

June 1, 2016

December 7, 2016

Thank you.