



CMBE INSTITUTE

CMBE RE-CERTIFICATION

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REQUIREMENTS FOR RE-CERTIFICATION CMBE

Certification Credential: Certified Medical Board Executive (re-certification)

Duration of Certification: Five (5) years

Number of Continuing Education Points: Fifteen (15) over a five-year period

For re-certification, attendance of at least three Administrators in Medicine (AIM) and Federation of State Medical Boards (FSMB) annual meetings and one CMBE INSTITUTE is required.

All applicants are required to apply for re-certification on forms provided by AIM. Applications for re-certification should be submitted at least 30 days in advance of expiration of current certification.

<u>Educational</u>	
<ul style="list-style-type: none"> • FSMB Annual Meeting • Administrators in Medicine Annual Meeting • FSMB Board Member Workshops • AIM New Executive Orientation • FSMB Roundtable Conference Call (1 point for 2 calls for a max. of 4 points per year) • AIM Executive Director Workshop 	3 1 1 2 1 1
<u>Service</u>	
<ul style="list-style-type: none"> • Committees - FSMB or AIM standing or special committees, Executive Advisory Council, AIM Board of Directors, FSMB representative to a committee and other national committees, i.e., USMLE, NBME, NBOME) • Presenter - (FSMB or AIM Annual Meeting) • Presenter - (FSMB Board Member Workshops and Board Investigator Workshops; national meetings for other organizations, e.g., CAC, CLEAR, FARB – relating to issues of medical licensure and regulation) • FSMB or AIM Workgroups 	2 3 2 1
Non-FSMB and non-AIM activities (to be determined only as approved in advance, i.e., health leadership positions in home state)	As determined

Please note: CMBE Institute is a requirement for re-certification.

Application for Medical Board Executive Re-Certification

Section I. Applicant Information

Name: _____

Enter full name as it should appear on the certificate. **Address:** _____

City, State, Zip: _____

Business Phone: _____

Email Address: _____

Section II. Professional Development

Initial certification requires 15 total continuing education points over a five-year period.
Points must include at least three (3) Annual Meetings.

Part A: Educational/Event Description

Check educational events attended and total points		Points	Total
	FSMB Annual Meeting	3 points each	
	<input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> 2023		_____
	AIM New Executive Orientation	2 points	
	Date of Attendance: _____		_____
	FSMB Roundtable Conference Calls	1 point/2 calls	
	1 point for 2 calls, maximum of 4 points per year		_____
	Administrators in Medicine Annual Meeting	1 point each	
	<input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> 2023		_____
	AIM Executive Director Workshop (formerly AIM Regional Meeting)	1 point each	
	<input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019		_____

FSMB and AIM events include, but are not limited to:

AIM/FSMB Board Member Workshops, AIM New Executive Orientation, Pain Care Workshops, FSMB Conference, Web Series Programs, and other FSMB or AIM special events.

	Year	Educational Event	
List all educational event participation within the last 5 years	_____	_____	1 point
	_____	_____	1 point
	_____	_____	1 point
	_____	_____	1 point
	_____	_____	1 point
		Subtotal A:	_____

Part B: Presentations / Committees / Workgroups

Other professional development activities eligible for certification credit are as follows:

Service	Points
Committees – FSMB/AIM standing or special committees, Executives Advisory Council, FSMB.AIM representative to a committee, and other national committees, i.e., USMLA, NBME, NBOME	2
Presenter – FSMB/AIM Annual Meeting	3
Presenter – FSMB/AIM Board Member Workshops or Board Investigator Training	2
Presenter – Other national meetings or other organizations’ meetings, e.g., CAC, CLEAR, FARB; must be related to issues of medical licensure and regulation	1
Workgroups – FSMB/AIM Workgroup	1

Note: Points are only given per committee even though special committees may span more than one year to complete their charge

	Year	Committee/Workgroup Service or Presentation	Points
List all committees, workgroup service and presentations within the last five years and total points	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
		Subtotal B:	_____
		Total A & B:	_____

Section III. Applicant Statement

Individuals applying for re-certification are responsible for providing acceptable documentation for all activities. Examples of acceptable documentation include: copies of programs listing applicant as a speaker, confirmation of registration, or letter of appreciation for service. Applicants can expect to receive notification of status of the application within three to four weeks of submission. Application information is subject to verification and review prior to certification.

I hereby certify the information that has been provided is true and accurate, to the best of my knowledge.

Signature

Date

Send completed application with appropriate documentation to: aim@docboard.org