

CANDIDATES HANDBOOK

Application
and
Registration Instructions
for the
CCMEP[™] Credential

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2494 Bayshore Blvd., Suite 201, Dunedin, FL 34698

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I. ABOUT NC-CME, Inc.

The National Commission for Certification of CME Professionals, Inc. (NC-CME) is a nonprofit organization founded in 2006 by an independent group of peers within the CME community who believed the time was right to establish a definitive credential for CME professionals, and who volunteered their time and expertise to make certification a reality.

The overarching purpose of the Certified CME Professional program (CCMEP™) is to provide an educational self-assessment experience to persons employed in the CME field while defining minimal competence for the profession. The public deserves assurance that CME (also known as CPD, CPPD, CPE, CE) is being managed and monitored by persons who understand principles of adult learning and professional development, know how to frame clinical content for maximum impact, and can wisely interpret the rules and regulations that define the field. These CME professionals are responsible for maintaining the integrity of activities essential for relicensure of more than 700,000 US physicians and 70,000 physician assistants.

The NC-CME mission is to improve the quality of patient care by creating a standard of certification for the men and women who create, deliver, or support educational programs for practicing physicians and other healthcare professionals. The CCMEP credential derives from a voluntary certification program acknowledges, evaluates, and rewards individuals for their competence in the field of CME.

In compliance with Standards published by the National Commission for Certifying Agencies (NCCA), NC-CME does not provide exam preparation activities; however, various other CME groups do offer activities aimed at improving the performance of CME professionals. Educational activities produced by organizations including the Accreditation Council for Continuing Medical Education, the Alliance for Continuing Medical Education and the Society for Academic Continuing Medical Education have been the foundation for keeping CME workers informed and supporting their efforts to improve and promote quality patient care. These educational activities will continue to be critical in helping CME professionals maintain knowledge and skills as well as providing them with resources to help prepare for the certification examination.

A content outline used to develop test items for the examination is posted on the NCCME.org website, with the intent of assisting candidates with their self-assessment and encouraging other organizations to develop relevant study materials and to form study groups.

The Commission has contracted with Schroeder Measurement Technologies (SMT), an international test development company, to advise and oversee the standardized steps required to create a certification examination that is psychometrically valid and legally defensible. All online data collection will be handled by SMT's secure servers, consistent with the published privacy policies at www.smttest.com

Governance for the NC-CME certification program is provided by a Board of Directors with guidance from an Advisory Board. Standing Committees perform operational tasks and Examination Development Teams are involved in ongoing creation, review, and validation of the test Forms.

NC-CME, Inc. is a private, non-profit, tax-exempt organization committed to serving the public by creating a standard of competence for persons who create, deliver, and/or support CME programs. NC-CME is incorporated in New Mexico and operates under Section 501(c)(3) of the Internal Revenue Code of the United States.

For more information go to: www.NC-CME.org

II. APPLYING FOR THE CCMEP™ CREDENTIAL

Persons employed or volunteering in any segment of the CME community may apply online to be considered as a candidate for the CCMEP credential. Requirements include the "3 E's" of exemplary certification programs: documentation of Education [both formal and informal], Experience in the CME field, and a passing score on the certification Exam.

PLEASE DOWNLOAD THIS HANDBOOK AND READ IT FROM FRONT TO BACK BEFORE APPLYING.

Hyperlinks to these materials can be found at <http://www.NC-CME.org> under **CCMEP EXAMINATION**.

STEP 1: ELIGIBILITY

NC-CME determines eligibility via the **Eligibility Criteria Worksheet**.

STEP 2: APPLICATION

Schroeder Management Technologies (SMT) gathers demographic data via the **Application Form**.

STEP 3: REGISTRATION

ISO-Quality Testing (IQT) - an SMT sister company - handles registration location, date, and time via the **Registration Form**.

A. How to Apply Online

STEP 1: ELIGIBILITY

Complete the **Eligibility Criteria Worksheet**, which automatically totals the points related to your education and experience in the CME field.

Attach your completed Eligibility Criteria Worksheet to an email message and send to jribble@NC-CME.org. Save your Worksheet for your files; you may be asked later to verify submitted information.

Submit your total number of points [a minimum of 15 points is required] on the Application Form. You do not need to wait for approval to apply and register.

STEP 2: APPLICATION

Complete the **Application Form**; choose an exam window [13th to 30th of March, June, September; 1st to 31st of December].

During the Application process, you will select a window of time when you want to take the examination. During the Registration process, you may reserve a date, time and location only inside that window.

Submit your VISA or MasterCard credit card payment online. The Examination Fee for 2010 testing periods is \$400 + \$50 nonrefundable Processing Fee.

After your online payment has cleared, you will receive an "Application Approval and Payment Receipt" via email [addressed to the email address you used on the Application Form].

When your Application is complete, you will receive a confirmation number, user ID, and password and will be advised to proceed to the Registration Site.

STEP 3: REGISTRATION

After your Application has been confirmed, you will be given the URL of the Registration Site. Click on "Exam Registration", and select "NC-CME".

NOTE: Registration is closed after midnight, ET, on the last day of the month prior to the applicable window. For example, registration for the December window is closed after midnight on November 30. This is an automated system and cannot be overridden.

B. The Application Form

1. Applicant Data

Your personal contact information is held in confidence and used only to establish applicant and CCMEP profiles.

2. Applicant Demographics

These data will assist in identifying characteristics of applicants and CCMEPs as a group. This information is to be used only in aggregate form, for statistical analysis purposes only, and does not affect eligibility for certification. No names or personal information will be released; all information received will be kept confidential. This part of the application will be separated from other materials upon receipt and will not be used in the decision about certification eligibility.

All information provided here is held in confidence and used only to establish profiles of the applicant group. These factors will be de-identified, grouped and analyzed as a part of a rigorous sample validation process. Group data without individual identifying information may be used for research and study purposes, and may be released to other groups with a specific interest in certification of CME professionals. See section II-B,6 of the Candidates Handbook for the Recognition and Privacy Policy.

The term "CME" is used here to include persons who are employed in settings that may use terms such as CPD, CPPD, CPE, CE to designate units that provide continuing education for physicians.

Persons from all "communities of practice" are encouraged to apply for certification.

3. Eligibility Criteria

In order to sit for the NC -CME Certification exam, a candidate must document at least 15 points on the **Eligibility Criteria Worksheet**. This, Excel™ spreadsheet adds up your points automatically; it is posted at www.NC-CME.org under "CCMEP EXAMINATION".

Fill out all requested information - be sure to specify relevant years and organizations.

Save and email your completed Worksheet as an attachment to jribble@NC-CME.org.

Your eligibility will be confirmed by email after receipt of the Worksheet.

If you have documented at least 15 points on your Worksheet, you do not need to wait for approval to apply and register for the exam.

4. Testing Dates, Deadlines, Fees, and Locations

Dates: In the Application Form, go to the drop down menu and select an examination date. In 2010, certification examinations will be available during these windows of time: March 13-30, June 13-30, September 13-30 and December 1-31.

Deadlines: Registration is closed after midnight, ET, on the last day of the month prior to the applicable window. For example, registration for the September window is closed after August 31.

Fees: Fees will be calculated automatically, based on your selected examination date. The Examination Fee for 2009 is \$400 + \$50 nonrefundable Processing Fee.

Locations: The CCMEP Examination is computer based, but due to security measures required for a certification exam, candidates may not use their personal computers or laptops to take the exam. The Examination will be offered at more than 200 secure testing sites throughout the United States and Canada during 4 time periods each year. For testing locations go to the **Testing Site Map** at <http://www.isoqualitytesting.com/locations.aspx>.

5. Application Audits

Read the statement and signify that you agree to the terms of an application audit.

Applications may be audited to verify employment information, and your employer may be asked to verify current licensure and/or experience.

Other applications may be audited at the discretion of NC-CME.

Failure to provide requested documentation for an audit will result in the denial of the candidate's application.

6. Recognition and Privacy Policy

- When candidates register to take the exam, their registration information is completely confidential. When candidates complete the exam, they will receive a printout of their individual results at the testing center. Be sure to ask the testing center Proctor for a print out of your results. Individual results are released only to the candidate and to NC-CME.
- Names of those who pass the exam are posted in the National Registry of Certified CME Professionals at www.NC-CME.org . Candidates who fail the examination will not be notified, listed, or acknowledged after leaving the testing site.
- A list of successful candidates will be posted in the National Registry approximately one week after each testing period has ended. Candidates who do not wish their names to be listed publicly must inform NC-CME via email at info@NC-CME.org
- Group data without individual identifying information may be used for research and study purposes, and may be released to other groups with a specific interest in certification of CME professionals.
- Inquiries about current CCMEP status will be directed to the online Registry. Pass/fail information is not provided over the telephone.

7. Method of Payment

You may charge your fees to a VISA or MasterCard account. Your card will be charged after 6:00pm on the day your charge is approved.

8. Special Accommodations

The NC-CME does not discriminate against candidates for certification on the basis of race, religion, gender, national origin, marital status, sexual orientation, age or disability.

In accordance with the Americans with Disabilities Act (ADA) and other applicable laws, NCCME provides reasonable accommodations for applicants with documented disabilities that may affect their ability to take the NC-CME Certification Examination.

It is the applicant's responsibility to notify NC-CME of the needed alternative arrangements to sit for examination, at the time of application. (See **APPENDIX A: Request for Special Accommodations**)

9. Testing Irregularities

In addition to revocation of certification as described below, applicants should also understand that NC-CME may or may not require a candidate to retake the examination, or a portion of the examination, if presented with sufficient evidence that the security of the examination has been compromised, notwithstanding the absence of any evidence of a candidate's personal involvement in such activities.

Causes for revocation of certification include:

The CCMEP did not possess the required qualification and requirements for the examination, whether or not such deficiency was known to NC-CME prior to the examination or at the time of issuance of the certificate;

The CCMEP made a material misstatement or withheld information on the Application or in any representation to NC-CME, whether intentional or unintentional;

The CCMEP engaged in irregular practices in connection with an examination, whether or not such practices had an effect on the examination performance of the CCMEP;

There was a limitation or termination of any right of the CCMEP associated with the individual's practices in any state, province or country, including the imposition of any requirement of surveillance, supervision or review by reason of violation of a statute or governmental regulation, disciplinary action by any regulatory authority, or entry into a consent order.

No certification shall be revoked unless the Certified CME Professional concerned is notified of the intent of NC-CME and has an opportunity for a hearing before a select committee of peers. Such notification shall be sent by certified mail no less than 30 days prior to the hearing.

10. Appeals Policy

Application to take the examination will be denied if the applicant is deemed ineligible for certification, or if documentation does not meet the requirements listed.

Falsification of the application, including failure to provide material information, is grounds for denial of the application or for denial of certification. In such cases, the applicant will be notified in writing of the specific reason.

There can be no appeal for failure to achieve a passing score on the examination or failure to apply by the deadline. Any applicant whose application for certification is denied will automatically be sent information about how to appeal the decision, including steps in the appeal process and additional information required.

Applicants denied application approval will receive a refund of the Examination Fee, minus a \$100 Administrative Fee.

11. Applicant Agreement

By your signature on the online Application Form, you are:

Agreeing to abide by the terms outlined in the NC-CME Application Form; and

Attesting that all facts on this application are true and correct; and

Agreeing that certification, which may result from this application, does not constitute any form of license; and

Agreeing to abide by the decisions of NC-CME relative to the granting and maintenance of certification.

By having made this Application for examination, you release NC-CME from any and all liabilities, claims, demands, or causes of action whatsoever, including attorney's fees, which now exist or may hereafter arise on account of your participation in the NCCME certification process.

You further acknowledge that this release is being given as a prerequisite for having filed application for certification consideration by NC-CME.

12. Rescheduling, No-Shows, Cancellations

The reason for these policies is that NC-CME must pay in advance to reserve a seat for the Candidate, hire a Proctor at the testing site, respond to correspondence, and administer secure databases. After a candidate has registered, NC-CME is responsible for these costs.

All rescheduling requests can be accomplished online at the Registration site, <https://www.iqtesting.com/Default.aspx> Cancellation requests and other questions may be addressed to registrations@isoqualitytesting.com

Rescheduling

Candidates who reschedule must meet eligibility requirements and must pay any fee increases in effect on the rescheduled date.

Requests to reschedule the exam date, if received at least 5 calendar days prior to the scheduled exam date, will be honored by SMT upon payment online of a \$50 Rescheduling Fee.

If a request to reschedule is received by SMT less than 5 calendar days prior to the scheduled exam date, the Candidate may reschedule for a future date upon payment of a \$100 Rescheduling Fee.

No-Shows

Candidates who do not show up for a scheduled exam date are considered to be "no-shows"; their Registration will be cancelled; and they will forfeit all fees previously paid to SMT.

Candidates who do not show up for a scheduled exam date may register again for a future date, upon payment of all fees in effect for the future date; their Eligibility Worksheets and Applications will remain valid for 1 year.

Cancellations

- Requests to cancel an exam Registration and withdraw the Application will be honored if the request is received by SMT at least 5 days prior to the scheduled examination date.

Candidates who cancel as noted above will receive a refund of their Application and Processing Fees minus a \$100 Cancellation Fee.

Candidates who cancel their scheduled exam Registration and withdraw the Application less than 5 days prior to the scheduled examination date will receive a refund, upon request, of their Application and Processing Fees minus a \$200 Cancellation Fee.

III. Registering for the Certification Examination

Step 1 Open your browser to <http://www.iqtesting.com> **Step 2**

Click on "Exam Registration".

Select "NC-CME" from the organizations drop down menu; this will automatically populate the NC-CME Examination Registration site.

Click "Next"

Step 3

Log on to the Registration site with the confirmation number, user ID, and password that was emailed to you when your Application was approved.

Verify your personal information. Click "Next"

You will be shown your five closest Test Centers, based on your ZIP code.

Select a Test Center; then select a date and time. Click "Next".

Agree to the IQT Examination Agreement terms by checking the box. Click "Submit" (IQT is the division of SMT that does the online programming).

Step 4

Print and Save the resulting admission letter, which you will need to take with you on the day of the exam, along with your government issued photo ID.

IV. The Day of the Test

Arrive at the Testing Center at least 30 minutes prior to test time to allow time to park, locate the examination room, and visit the restroom. There are no scheduled breaks during the 3-hour examination period. Proctors will be available to escort testers to restroom facilities, if necessary.

Bring your examination admission letter.

Bring a government-issued photo ID with signature; driver's license, passport, military ID are acceptable. Student IDs and bank cards are not acceptable.

You are advised to bring a sweater or jacket, in case the testing room is cold.

Water will available on site.

Testers may leave the room as soon as they finish the examination and turn in their examination materials.

Be sure to ask the Testing Center Proctor for a print out of your results.

Test-taking advice offered by the test developers at SMT

Follow directions! If you read them too quickly, you may miss something important.

Read each item very carefully. Don't jump to conclusions based upon a quick skimming of the wording.

Never think you have immediately spotted the correct response. Identify the correct response by first eliminating the incorrect choices.

Answer each item - guess if necessary. Your score is based upon the number of items you respond to correctly; there is no penalty for guessing.

Use your time wisely. Take the items in order, but don't waste time worrying about those you cannot answer with certainty. Guess intelligently, select an answer, and bookmark items you're not sure of. If you have time at the end return for a second look. By then, you may have remembered something, or had a memory "jogger."

V. Notification of Examination Results

Most candidates will receive notification of their pass/fail status as soon as they have completed the computer-based exam at the testing center. Electronic scoring is instantaneous; the results will be printed by the exam proctor and given to the candidate on site. A list of all successful candidates will be posted on NC-CME's National Registry at www.NCCME.org after each test administration.

Candidates who pass will receive only pass/fail information; Candidates who fail will receive weighted scores specific to the five content domains of the exam. Your score will not be reported as a raw score (the number of questions answered correctly) but rather as a scaled or weighted score. To prevent candidates who took a less difficult form of the examination from having an unwarranted advantage over those who took a slightly more difficult form, raw scores are converted to weighted scores that represent comparable levels of achievement.

Candidates who pilot test a new form of the exam will receive a letter when they have completed their exam, informing them that they will receive their examination results via US Postal Service within approximately four (4) to six (6) weeks of their examination date. Schroeder Measurement Technologies, our test development specialists, will determine when a new form of the exam is required.

Schroeder Measurement Technologies has provided a very readable explanation of the methods used to scale the CCMEP exam. Go to: [Equating and Scaling Credentialing Examinations](#).

Re-scoring the Examination

Requests to rescore the exam must be submitted in writing to and received by NC-CME within 30 days of the postmarked date on the formal letter of notification of test results. Upon receipt of such a request, the answer sheet will be rescored and the results sent to the candidate within 6 weeks. The candidate will be assessed a \$150 re-scoring fee if no error is found.

Re-taking the Examination

Candidates who fail the certification examination may reapply to retake it as often as desired, provided they continue to meet the eligibility requirements and submit a new application and required fees for each attempt.

VI. Confidentiality of Examination Results

Individual examination results are released only to the candidate. No pass/fail information will be provided over the telephone. In response to specific inquiries, and with permission of the individual candidate, confirmation of current CCMEP status will be provided.

- Group data without individual identifying information may be used for research and study purposes, and may be released to other groups with a specific interest in certification of CME professionals.

A list of all successful candidates will be posted on NC-CME's CCMEP Registry at www.NCCME.org within five days after each testing period is complete.

Successful candidates who do not wish their name listed publicly must check the appropriate box on the examination application form and must inform NC-CME at INFO@NC-CME.org to have their names excluded from the National Registry.

VII. Use and Term of the CCMEP™ Credential Use of the Credential

Upon receiving notification of having passed the certification exam, successful candidates may use the honorific "CCMEP" after their names. Certified CME Professionals will receive frameable certificates. Their names will be posted in a Registry of Certified CME Professionals on www.NCCME.org unless they notify NC-CME in writing that they do not wish to be listed. There are continuing obligations to maintain the CCMEP credential, which may include adhering to ethical standards.

Term of the Credential

The CCMEP credential is valid for 3 years; your certificate will tell you when your certification expires. In order to reflect the rapidly changing nature of the CME profession, periodic registration and/or testing will be required. The Board is considering several alternatives that will emphasize continuing professional development for the CME professional.

VIII. The NC-CME Certification Examination

Taking the NC-CME examination is voluntary. The examination is a test of minimum competence and is not intended to emphasize any particular level of practice, developmental level, or provider type. The examination consists of fewer than 200 multiple-choice items and is scheduled for 3 hours duration. The examination may include additional items that are being tested for future use. Multiple areas of competence are tested, which may include knowledge, interpretation, problem solving and evaluation.

The following lists include some of the actions associated with various areas of knowledge:

Knowledge	Interpretation	Problem Solving	Evaluation
Define	Interpret	Compose	
Repeat	Apply	Plan	
Record	Use	Propose	
List	Distinguish	Formulate	
Describe	Analyze		Judge
Recognize	Compare		Rate
	Explain	Solve	Value
	Report	Inspect	Select
Review		Organize	Examine
	Relate	Categorize	Evaluate

A. Scoring the Examination The pass/fail score is established by a systematic procedure that employs the Angoff Method, the judgment of Subject Matter Experts (SMEs) in the CME community, as well as the assistance of professional psychometricians from Schroeder Measurement Technologies (SMT).

Candidate scores are not reported as a raw score (the number of questions answered correctly) but rather as a scaled or weighted score. Candidates who pass the exam will be informed that they have passed; candidates who fail the exam will receive scaled scores reported for the five content domains, to identify areas for future improvement.

Although much care is taken to ensure that all forms of the examination are similar, new forms may vary somewhat in level of difficulty from earlier ones. Proper psychometric procedures are employed to make certain that all test forms are equivalent in difficulty. Scores are calculated as scaled or weighted scores that take into account the difficulty of the question. The degree of difficulty is determined by SMEs referred to above. To prevent candidates who took a less difficult form of the examination from having an unwarranted advantage over those who took a slightly more difficult form, raw scores are converted to scaled scores that represent comparable levels of achievement.

Following the Beta Test, members of the Examination Validation Team conferenced with SMT psychometricians to eliminate test items that did not meet the standards of the test, perhaps due to stems or distractors thought to be ambiguous. Each certification examination will contain newly created test items; previously used test items may remain in subsequent exams, or may be discarded, depending upon the statistical analysis of their performance.

B. Scope of the Examination Attainment of the CCEMP credential includes successful completion of a general examination that is intended to determine if the candidate possesses a basic understanding of five domains of competencies. A Job Analysis Team created an outline of content for the exam, an online survey of 300 CME workers provided evidence of relevance, and a psychometric software program analyzed the survey results to validate the Content Outline.

These five domains and the percentage of questions

mapped to them are:

I. Adult Learning Principles	15%
II. Educational Interventions	30%
III. Relationships with Stakeholders	10%
IV. Leadership/Administration and Management	25%
V. Knowledge of CME Environment	20%
	100%

C. Examination Preparation

NC-CME does not provide study guides or materials, nor recommend any particular text or method of studying. The validated **Content Outline** posted on www.NC-CME.org can be used to identify areas of content represented on the test. The five subject matter domains within the Outline describe information that CME professionals across the broad spectrum of the CME enterprise can be expected to know. Organizations may want to form **internal study groups** to prepare for the examination, as a method of supporting continuing professional development for their staff.

CBT Tutorial

Candidates for certification can take a tutorial to become familiar with the computer-based test (CBT) engine used at our testing centers. This demonstration is posted online, is free of charge, and can be accessed 24/7 from your own computer. Just copy this URL into your browser to practice taking a CBT exam: <https://www.iqtesting.com:443/Default.aspx?Function=SampleExam&Exam=8>

Resources

A valuable collection of **Resources and Search Tips** has been posted online as compiled by Dave Davis, MD of the Association of American Association of Medical Colleges and Laure Perrier, MLS, Med, of the University of Toronto's Faculty of Medicine, Office of Continuing Education and Professional Development. The basis of the collection is the Content Outline of the NC-CME examination and the Research and Development Resource Base (RDRB), a bibliographic database for educators and health professionals. Download free of charge at:

<http://www.nccme.org/resources/OnlineResourcesDavisandPerrier2008-10-20final.pdf>

Additional **Online Resources** and course offerings are available over the Internet, including:

- Accreditation Council for CME www.accme.org - ACCME Essential Areas, Policies, and Standards; multimedia [Education and Training](#) site
- Alliance for CME www.acme-assn.org - Membership organization for CME professionals; offers webinars; lists books and journals related to CME; **Certificate Program mapped to content areas of the CCMEP Exam is in progress, not yet available.**
 - AMA Physicians Recognition Award <http://www.ama-assn.org/ama/pub/category/15889.html>
AMA PRA Handbook contains information regarding CME credits;
 - *CE Measure* <http://www.cemeasure.com/> - Journal dedicated to the art and science of healthcare educational outcomes measurement
 - FDA Guidance Document <http://www.fda.gov/opacom/morechoices/industry/guidedc.htm> - Information relating to commercial support of CME activities.
 - *Journal of Continuing Education in the Health Professions (JCEHP)* <http://www.jcehp.com/> - Features peer-reviewed articles about research and current issues within the CME field.
 - National Task Force on CME Provider/Industry Collaboration <http://ama-assn.org> - Search for: "Collaboration Task Force"; then "FACT sheet"
- Federation of State Medical Boards' Online Prescriber Education Network (OPEN) <http://www.fsmb.org/foundation.html>

Provides ~50 multimedia, interactive CME activities (nearly all are free) about various aspects of the drug industry.

- Institute of Medicine (IOM). Redesigning Continuing Education in the Health Professions. Report

Brief, December 2009.

Sample Test Items

See Appendix C for sample questions that have been drawn up for, but not used in, CCMEP exams.

APPENDIX A

REQUEST FOR SPECIAL ACCOMMODATIONS

Complete this section only if you have a documented disability, and after reading the Disability Accommodations Policy below.

The NC-CME does not discriminate against candidates for certification on the basis of race, religion, gender, national origin, marital status, sexual orientation, age or disability. In compliance with the Americans with Disabilities Act (ADA), NC-CME provides reasonable accommodation for applicants with documented disabilities that may affect their ability to take the Certified Continuing Medical Education Professional Credential (CCEMP) examination. It is the candidate's responsibility to notify NC-CME of the needed alternative arrangements at the time of application to sit for examination. If you have a disability for which you wish to request accommodation, you must please provide the following information and return this form with the required documentation along with your examination application. Attach additional pages as necessary.

All information provided will be held in confidence, and will only be shared with NC-CME, testing service staff, and professional medical reviewers as necessary. This request form includes a release for NC-CME staff to contact the diagnosing physician to clarify the need for requested accommodation.

Required Documentation for Disability Accommodations Requests You are required to submit documentation from the healthcare provider or learning specialist who rendered a diagnosis. Verification must be submitted to NC-CME on the letterhead stationery of the healthcare provider or leaning specialist, and must include the following:

- a. Specific description of the disability and limitations related to testing
- b. Specific recommended accommodation
- c. Name, title and telephone number of the health care provider or learning specialist
- d. Original signature of health care provider or learning specialist.

Disability Accommodations Policy

NC-CME must approve all accommodations prior to issuing an admittance letter to the exam.

NC-CME may not provide the accommodation requested, but may determine a reasonable alternative accommodation.

NC-CME will pay for any accommodation which it approves. However, NC-CME will not pay for any costs you may incur in obtaining the required documentation.

NC-CME will consider all requests on a case-by-case basis. It will be necessary for testing staff to speak and correspond with you regarding specific arrangements. Therefore, it is required that you provide a current address and daytime telephone number and keep the staff informed if either of these changes. You will receive written confirmation of your approved accommodation(s). You must notify

NC-CME if you are unable to take the examination on the date for which you are scheduled.

APPENDIX B

ABBREVIATIONS AND ACRONYMS USED IN THE EXAM [Your browser's search engine can find the websites]

AAFP	American Academy of Family Physicians
ABMS	American Board of Medical Specialties
ACCME	Accreditation Council for Continuing Medical Education
ACGME	Accreditation Council for Graduate Medical Education
ACME	Alliance for Continuing Medical Education
ACOG	American College of Obstetricians and Gynecologists
ACP	American College of Physicians
AdvaMed	Advanced Medical Technology Association
AHRQ	Agency for Healthcare Research and Quality
AMA	American Medical Association
AMA PRA	American Medical Association Physician's Recognition Award
AOA	American Osteopathic Association
APA	American Psychiatric Association AND American Psychological Association
CME	Continuing Medical Education
CMS	Center for Medicare and Medicaid Services
CMSS	Council of Medical Specialty Societies
CQI	Continuous Quality Improvement
EMR	Electronic Medical Record
FDA	Federal Food & Drug Administration
FSMB	Federation of State Medical Boards
HEDIS	Healthcare Effectiveness Data and Information Set
HHS	Department of Health & Human Services

HIPAA Health Insurance Portability & Accountability Act

ABBREVIATIONS AND ACRONYMS USED IN THE EXAM

IOM	Institute of Medicine
JCEHP	Journal of Continuing Education in the Health Professions
KOL	Key Opinion Leader
MECC	Medical Education and Communication Company
NBME	National Board of Medical Examiners
NCQA	National Committee for Quality Assurance
OIG	Office of the Inspector General
PDA	Personal Digital Assistant
PhRMA	Pharmaceutical Research and Manufacturers of America
PI	Performance/Practice Improvement
POC	Point-of-Care
QA	Quality Assurance
QIO	Quality Improvement Organization
RFP	Request for Proposals
SACME	Society for Academic CME
SCS	Standards for Commercial Support

APPENDIX C

NC-CME

National Commission for Certification of CME Professionals Sample Test Items for CCMEP™ Candidates

In response to requests for study materials to help Candidates prepare for the CCMEP exam, the five sample test items below have been released by the Director of Test Development at Schroeder Measurement Technologies for this purpose and will not appear in any future exam forms. They are representative [in difficulty and content area] of items that were approved by the Exam Review Team for use in Form 2, but were not needed for the exam.

1. Relationships between physicians and their patients have been significantly impacted by
 - (A) Internet access to health-related resources.
 - (B) the increase in outpatient surgical procedures.
 - (C) Maintenance of Certification (MOC).
 - (D) commercially-supported CME.

Domain: *III. Relationships with Stakeholders*

Sub-Domain: *A. Internal external stakeholder ID and assessment*

Reference: *Frenette. JCEHP 18(1)20-28, 1998*

Steinert. FamMed. 19(5)346-350. 1987

Eysenbach and Diepgen. Arch Derm.135(2)151-156. 1999

2. According to Knowles' theory, which model provides a physician learner the ability to select a learning experience (i.e., CME activity) appropriate to what the learner should know?
 - (A) Cognitive model
 - (B) Competency model
 - (C) Assessment model
 - (D) Proficiency model

Domain: *I. Adult Learning Principles*

Sub-Domain: *B. Research on ways physicians change professional behaviors*

Reference: *Knowles, Malcolm. The Modern Practice of Adult Education: From Pedagogy to Andragogy. ISBN 0695814729 1980 revised*

3. According to ACCME Policies, how long are activity attendance records required to be kept?
- (A) Four years
 - (B) Six years
 - (C) Until the end of the provider's current accreditation period
 - (D) Indefinitely

Domain: *IV. Leadership, Administration and Management*
Sub-Domain: *C. Administration and management*
Reference: *ACCME Policy Updates, www.accme.org*

4. A well-written learning objective should be
- (A) at least five words and no more than fifteen words.
 - (B) a description of the observable and measurable performance.
 - (C) as short as possible.
 - (D) a description of the content the teacher intends to present.

Domain: *II. Educational Interventions*
Sub-Domain: *E. Learning objectives and desired outcomes*
Reference: *http://en.wikipedia.org/wiki/Bloom's_Taxonomy*

5. Who is responsible for ensuring the independence of an educational activity, as defined by the ACCME?
- (A) CME Provider
 - (B) Commercial interest
 - (C) Non-accredited third party
 - (D) Faculty member

Domain: *V. Knowledge of CME Environment*
Sub-Domain: *G. Difference between independent and non-independent activities*
Reference: *ACCME Standards of Commercial Support, www.accme.org*

Answers: *1-A; 2-B; 3-B; 4-B; 5-A*