

Application for Medical Board Executive Certification

Please check one

Initial Certification

Re-certification

General Information

SECTION I.
Enter full name as it should appear on the certificate.

Name: _____ **Date:** _____

Title: _____

Address: _____

City, State, ZIP: _____

Business Phone: _____

E-mail Address: _____

SECTION II.

Experience Requirements

Initial Certification is based on a combination of education and experience which includes:

- a. employment with a medical board within the last three years;
- b. possession of an associate's, bachelor's, master's or higher academic degree with experience respective to the degree; and
- c. performance of three out of five job functions as they relate to medical board past and present employment (budget development, personnel management, policy-level decision making, direct accountability to the board, and legislative work)

Re-certification is based on a combination of continued education, service and experience outlined in (c) above.

Part A:
Identify current and/or previous medical board employment and the dates of employment.

Part A: Medical Board

Current medical board of employment _____

Date of hire: _____

Previous medical board of employment: _____

Date of hire: _____

Part B:
Check appropriate level of academic degree.

Part B: Academic Degree

Master's or higher

Bachelor's

Associate's

Part C: Job Function/Experience

Initial certification requires that an applicant possess the required years of experience collectively in three out of the five job functions listed below relative to the education level achieved.

Re-certification requires continued experience collectively in three out of the five job functions listed below.

Degree

Master's or higher

Bachelor's

Associate's

Required Experience

3 years

5 years

7 years

Number of Years

Part C:
List title and years of experience for each position held. Check job functions as they relate to each position.

1) Position Title _____

Budget development

Personnel management

Policy-level decision making

Direct accountability to the board

Legislative work

Number of Years

2) Position Title _____

Budget development

Personnel management

Policy-level decision making

Direct accountability to the board

Legislative work

Number of Years

3) Position Title _____

Budget development Personnel management

Policy-level decision making Direct accountability to the board

Legislative work

Number of Years

4) Position Title _____

Budget development Personnel management

Policy-level decision making Direct accountability to the board

Legislative work

Note: For both initial and re-certification, applicant must have identified three separate job functions while employed in each position listed.

SECTION III.

Professional Development

Initial certification requires that individuals have an ongoing commitment to educational activities designed to improve their performance as senior medical board executives. **A minimum of 25 points is required in Section III, with 15 points resulting from participation in Federation-sponsored activities.** Such activities include attending FSMB educational activities and/or serving on FSMB or related national committee(s) or workgroups(s). Individuals must attend at least three or more Annual Meetings *and* one FSMB Executive Management Seminar, or other professional development activity, over the past five years.

Re-certification requires **15 total continuing education points over a five year period.** Points must include at least three Annual Meetings.

Part A: Educational/Event Description

	Points	Total
FSMB Annual Meetings		
<input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009	3 points each	_____
FSMB Executive Management Seminars		
<input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009	2 points each	_____
FSMB New Executive Orientation		
<input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009	1 point each	_____
FSMB Roundtable Conference Calls (Participation in 9 of 12 conference calls = 1 point)	1 point	_____

FSMB Events include, but are not limited to:

Board Investigator Workshops, Board Member Workshops, New Executives Orientation, FSMB 2004-05 Pain Care Workshops, FSMB/CSAT Conference, Web Series Programs, and other FSMB special events.

Year	Educational Event	
_____	_____	1 point each _____
_____	_____	1 point each _____
_____	_____	1 point each _____
_____	_____	1 point each _____
_____	_____	1 point each _____

Annual Administrators in Medicine Meetings

2005 2006 2007 2008 2009 1 point each _____

Regional Administrators in Medicine Meetings

2005 2006 2007 2008 2009 1 point each _____

Subtotal A _____

Part A:
Check educational events attended and total points.

List all FSMB educational event participation within the last five years.

Part B: Presentations/ Committees/Workgroups

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

Service	Points
Committees - FSMB standing or special committees, Executives Advisory Council, FSMB representative to a committee, and other national committees, i.e., USMLE, NBME, NBOME	3
Presenter - FSMB Annual Meeting	3
Presenter - FSMB Board Member Workshops, or Board Investigator Workshops	2
Presenter - Other FSMB national meetings or other organizations' meetings, e.g., AIM, CAC, CLEAR, FARB; must be related to issues of medical licensure and regulation	1
Federation 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Subtotal B	_____
	Total A&B	_____

Part B:
List all committees, workgroup service and presentations within the last five years and total points.

SECTION IV. Letter of Recommendation for Initial Certification

Applicants are required to submit a letter of recommendation from their medical board's president, or a board member at the time of employment, with the application.

SECTION V. Applicant Statement

Individuals applying for initial certification and re-certification are responsible for providing acceptable documentation for those activities that are non-FSMB related. 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:
Federation of State Medical Boards
Attention: Education Services Director
P.O. Box 619850
Dallas, Texas, 75261-9850