Certified Medical Director Program:
Initial Certification Checklist & Resources

CMD Application Fee (*as of May 2025*):   PALTmed member: $525 | Non-member: $625

The application fee is non-refundable. Please review the requirements below <u>before</u> completing the application. You can save an incomplete application and return to complete it at a later date.

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General Requirements: Initial Certification

Be sure to have the **supporting documents** on hand when completing the application process.

☐ Registration or completion of PALTmed's Core Curriculum on Medical Direction in Long-Term Care within the past five years. **This is step 1 of the application process!**

☐ Completion of a U.S. ACGME or AOA accredited post-graduate training program (or a Canadian Royal College of Physicians and Surgeons or College of Family Physicians accredited post-graduate training program).
> **OR**: Completion of relevant U.S. post-graduate training and successful attainment of U.S. state licensure to practice medicine.

Upload degree and residency/internship certificate(s).

☐ Current, unrestricted state medical license in good standing in the U.S. (or an equivalent license to practice medicine in Canada). **Upload medical license(s)**: https://www.healthguideusa.org/medical_license_lookup.htm

Experience:
☐ Spend a minimum of 8 hours each month in service as a medical director/associate medical director in a post-acute and long-term care setting.

☐ At least 2 years of experience as a clinician in PALTC within the past five years.

☐ At least 2 years of experience as a medical director/associate medical director in PALTC within the past five years. (*If you've completed a geriatric fellowship within the past five years, this management experience is post-fellowship and can be concurrent*.)

Upload employment verification form. Form is available in CMD application portal.
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Refer to the next page for steps 1 – 3 documentation.

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Step 1: General Eligibility (Core Curriculum) –

☐ Note that <u>you must have at least registered for Core part 1</u> before submitting a CMD application. **Self-attest when completing application**.

Step 2: Clinical Eligibility in PALTC –

☐ Current ABMS or AOA certification in a primary specialty – **Upload board certificate(s)/letter.**
60 clinical CME credits are needed in addition to the Core Curriculum.
(from within past five years) **Upload CME documentation.**

   OR

☐ Current ABMS or AOA certification in a primary specialty **with**
   ▪ ABMS/AOA secondary specialty in **geriatrics** –
      0 clinical CME credits are required beyond the Core Curriculum.
Upload board certificate(s)/letter.

Step 3: Management Eligibility in PALTC –

☐ Current ABMS or AOA certification –
14 management CME credits are needed in addition to the Core Curriculum.
(from within past five years) **Upload CME documentation.**

   OR

☐ Current ABMS or AOA certification **and**
   ▪ completion of an ACGME or AOA accredited **fellowship in geriatrics** <u>within the past five years</u> – **Upload proof of fellowship**.
   0 management CME credits are required beyond the Core Curriculum.

☐ **Proof of fellowship can be provided by:**
1. Uploading board certificate in geriatrics to the application portal.
2. Completing the fellowship form available in the application portal. OR
3. Uploading official letter of fellowship completion or official fellowship certificate to application portal.

☐ **CME Documentation**: Transcripts or certificates that show dates, activity title, credit type, and number of credits earned can be uploaded to the application portal as proof of clinical or management CME earned. Transcripts are preferred.

CME Definitions
<u>Clinical CME</u>: AMA PRA *category 1 credits*™, AAFP-approved, or AOA-approved credits on topics such as diabetes, stroke, pressure ulcers, falls, hypertension, dementia, or other clinical issues seen in the long-term care patient population. | <u>Management CME</u>: Management credits can come from such topics as: billing/coding, communications with patients and staff, ethics, risk management, QI, leadership, cultural diversity, regulations, or other topics that pertain to the management responsibilities of the post-acute and long-term care Medical Director.

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Refer to the next page to find resources available to assist with the application process.

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Resources

Core Curriculum	Visit the education page of https://paltmed.org/
PALTlearn	
• Search catalog of CME activities (filter by credit type) • Login to view/download CME transcript	https://learn.paltmed.org/ Call the Education staff at 410-992-3116 for assistance.
PALTmed: Join	https://paltmed.org/membership
Questions – CMD Program	certification@paltmed.org

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Ready to apply for initial CMD certification? Visit https://paltmed.org/certification/initial-certification and click the application link to begin. Incomplete applications can be saved for completion at a later date.

➜ Applicants have up to one year to complete all the application components after submitting the CMD application fee for initial certification.

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