

2018

RECERTIFICATION

REQUIREMENTS

HANDBOOK



Board Certified Medication Therapy Management Specialist (BCMTMS™)

The NATIONAL BOARD of MEDICATION THERAPY MANAGEMENT



The NATIONAL BOARD *of* MEDICATION THERAPY MANAGEMENT

1455 Pennsylvania Ave NW, Suite 400

Washington, DC 20004

Phone (202) 489-0506

Website: www.nbmtm.org

E-mail: contact@nbmtm.org

This edition of the Handbook for Candidates for Board Recertification supersedes all previous publications of this Handbook.

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The National Board of Medication Therapy Management (NBMTM) is a registered non-profit organization, offering certification examinations and issuing voluntary certification credentials to qualified practitioners who satisfy eligibility requirements established by the Board of Directors.

The NBMTM is dedicated to enhancing the quality of care and service to the public through a validated certification process for practitioners in the field of medication therapy management.

The NBMTM certification is not a professional license issued by a government agency and does not authorize a certificate recipient to practice.

Certificate recipients must comply with all legal requirements related to practice, including licensing laws.

The NBMTM reserves the right to change any aspect of the Board Certification in Medication Therapy Management, including any time limits, eligibility criteria, and supporting documentation requirements, at any time and without notice.

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Introduction

NBMTM's Recertification Program for Board Certified Medication Therapy Management Specialists (BCMTMS™) is an ongoing certification process to encourage members to seek professional growth and development. As a national organization designed for pharmacy professionals, we support continual learning throughout our careers.

Because the pharmacy profession is constantly changing and evolving, it is important for certified professionals to continually update their competencies and knowledge. Achieving certification as a Board Certified Medication Therapy Management Specialist (BCMTM™) is the first step. Recertifying demonstrates your commitment to the profession, to your organization and to yourself through lifelong education and professional development.

1.1 RECERTIFICATION REQUIREMENTS

Recertification is required every five years from the initial certification. To maintain certification, participants must acquire a minimum of 50 recertification credit units (RCU) and are required to record their participation in various professional development and continuing education activities as described in this brochure.

Applicants must submit the completed Recertification Verification Form to receive recertification. Participants may begin earning credits toward recertification immediately upon receiving their initial Board Certified Medication Therapy Management Specialists (BCMTMS™) designation. Credits cannot be carried over for a future recertification.

There is a minimal fee of \$150 to obtain a Recertification Certificate.

1.2 QUALIFYING ACTIVITIES

BCMTMS™ credential-holders qualify for recertification credits by participating in professional development activities related to elements of the NBMTM body of competency and knowledge. The NBMTM body of competency and knowledge organizes eight behavioral competencies into three clusters: Leadership (Leadership & Navigation, Ethical Practice), Interpersonal (Relationship Management, Communication, Global & Cultural Effectiveness) and Business (Business Acumen, Consultation, Critical Evaluation).



Areas Identified For Recertification

NBMTM has addressed the needs of MTM pharmacists by creating three avenues by which BCMTMS™ credential-holders earn recertification credits: Advance Your Education, Advance Your Organization and Advance Your Profession.

2.1 ADVANCE YOUR EDUCATION

2.1.1 CONTINUING EDUCATION

Qualifying continuing education programs must be related to MTM competencies or knowledge domains consistent with the NBMTM body of competency and knowledge. You may earn all 50 recertification credit units (RCU) required within the 5-year recertification period through continuing education activities.

Calculating Credit Units

The number of Credit Units for continuing education activities is calculated based on the actual educational time spent in the program. A minimum of 1 educational hour is required for a continuing education activity to qualify for credit units.

Credit units are calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter, of one hour.

Examples:

- 1-hour educational program = 1 credit unit
- 1-hour-and-15-minute concurrent conference session = 1.25 credit unit
- 3-hour e-learning course = 3 credit units

2.1.2 COURSES TAKEN FOR DEGREE PROGRAMS

You may earn recertification credit by taking an undergraduate or graduate course from an accredited college or university. If the course is graded, you must earn a grade of C or better to receive recertification credit. It is the responsibility of the credential-holder to determine the credit system the educational institution is using.

For audited, ungraded or noncredit-hour courses, one course equals 10 credit units, the maximum permitted per 5-year recertification period.

Qualifying content need be related to an MTM-specific knowledge domain.

Calculating Credit Units

The number of credit units per course taken for credit is calculated as follows:

- Semester system: 1 credit hour = 15 credit units
- Trimester system: 1 credit hour = 12 credit units
- Quarter system: 1 credit hour = 10 credit units

2.1.3 CONFERENCES, SEMINARS AND WORKSHOPS

You may earn recertification credit by attending conferences, seminars or workshops that relate to MTM competencies or knowledge domains, as outlined in the exam content outline. You may earn all of the 50 credit units required within the 5-year recertification period through conferences, seminars and workshops.

Calculating credit units

The number of credit units for concurrent sessions at conferences, seminars and workshops is calculated based on the actual time spent in the session. In order for sessions to qualify, they must be at least 1 hour in length.

Credit is not awarded for time spent in the exhibit hall or for time spent eating meals or taking breaks. Professional development programs held during working lunches are acceptable as long as the program is a minimum of 1 hour in length.

There are no limits to how many recertification credits can be obtained by attending conferences, seminars and workshops. BCMTMS credential-holders can obtain all 50 recertification credits by attending conferences, seminars and workshops.

2.1.4 E-LEARNING: SELF-PACED

VIDEOCONFERENCES AND WEBCASTS

Self-paced/self-directed/e-learning programs are programs that do not require real-time interaction or engagement with a live instructor or other participants.

Examples of self-paced e-learning activities include passive learning activities such as videoconferences and webcasts. You may earn a maximum of 30 credit units per 5-year recertification period for this type of e-learning.

Calculating Credit Units

The number of PDCs for passive learning activities is calculated based on the actual educational time spent in the activity.

2.2 ADVANCE YOUR ORGANIZATION

2.2.1 WORK PROJECTS

You may earn recertification credit for projects you worked on that meet or support organizational goals and provide opportunities to advance your capabilities in MTM competencies. You must upload documentation to your Certification Portal to support your work project.

To be awarded credit, you must provide the following information about your work project in your recertification application:

- Clearly defined project objectives and desired outcomes that are aligned to organizational needs and verified by your supervisor
- A brief description of the project, including your level of involvement and the time you spent on each initiative
- How stated goals were met or supported
- Which MTM competencies were utilized and how they were applied to achieve the project goal

Calculating Credit Units

A qualifying work project will fall into one of only two categories, in which the number of credit units is calculated as follows:

- 50+ hours of time spent on the project and a minimum period of 3+ months = 10 credit units

Example:

- 100+ hours of time spent on the project and a minimum period of 6+ months = 20 credit units

2.3 ADVANCE YOUR PROFESSION

NBMTM recognizes the value of activities that contribute to the continued development of the pharmacy profession and the community. These include thought leadership activities, such as making presentations, teaching, conducting research and writing, as well as volunteering for nonprofit organizations.

2.3.1 PRESENTATIONS

You may earn recertification credit by:

- Creating and presenting a course based on MTM-related competencies and/or knowledge domains.

Examples:

- Courses for conferences, seminars, certification preparation, chapter programs, state council programs, webcasts, e-learning
- Serving as a subject matter expert in a panel discussion.

Presentation activities are subject to the following limitations:

- Credit is awarded only for the first time the presentation is made during a 5-year recertification period. The same presentation can be made during the next 5-year recertification period if the content has substantially changed.
- Credit is not awarded for presenting updates on company policies.

Calculating Credit Units

The number of credit units for presentations is calculated as follows:

- 1 hour of presenting (includes preparation time) = 2 credit units
- A maximum of 20 credit units are awarded for presentations that span more than 10 educational hours

Examples:

- Presenting a 1-hour-and-15-minute concurrent session at a conference on Increasing Comprehensive Medication Review (CMR) Completion Rates = 2.5 credit units
- Making a 3-hour presentation on Medication Adherence Innovations = 6 credit units

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- Course syllabus that includes name, class times and topics for university/college courses.
- Outline for a workshop or seminar being presented with presenter's name and PowerPoint presentation with the presenter's contact information.

2.3.2 RESEARCHING, WRITING AND PUBLISHING

You may earn recertification credit by:

- Conducting primary research on an MTM-related competency or knowledge domain, and publishing that research.
- Authoring a book, article, white paper or blog post on an MTM-related topic, published by a third party.

These additional qualifications apply:

- Research, writing and publishing activities must occur outside of your own organization.
- The content of the materials must:
 - a. Be related to the NBMTM body of competency and knowledge.
 - b. Include at least 750 words.
 - c. Not be solely opinion-based.
 - d. Include factual information and data analysis.
 - e. Include at least one reference to an external resource.

Calculating Credit Units

The number of credit units for writing and research related to the NBMTM body of competency and knowledge is calculated as follows:

- Authoring a book = 20 credit units
- Authoring an article for a journal or periodical = 10 credit units
- Co-authoring an article or other published work = 10 credit units
- Authoring a white paper or blog post = .5 credit units per quarter (6 credit units maximum per 5-year recertification period)

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- Copy of or link to a published article, blog post, white paper, book or research conducted.

2.3.3 VOLUNTEERING

NBMTM recognizes the value of providing your time and services to help support volunteer organizations, which in turn helps develop your leadership capabilities and other competencies. Volunteer activities that qualify for recertification credit are those in which you perform:

- A pharmacy services role
- Without compensation
- For a pharmacy association, pharmacy membership organization or another nonprofit.

Examples:

- Serving as a membership chair for your local chapter
- Providing pharmacy expertise while serving on the board of a nonprofit organization
- Providing compensation and benefits services for a religious organization

Calculating Credit Units

The number of credit units for volunteering is calculated on an annual basis (not per 5-year recertification period). You must wait until the end of your volunteer commitment before entering credit units into the portal. Activities include but are not limited to:

Activities include but are not limited to:

- Actively participating in exam or item development = 10 credit units per activity
- Serving as a board member, officer or committee chair = 5 credit units per year
- Serving as a committee/panel member = 3 credit units per year
- Participating in a formal mentorship program = 3 credit units per year
- Participating in a focus group = 1 credit unit per activity, up to 2 credit units per year
- Writing an MTM-related letter or making a call to Congress/state legislature = 1 credit unit per year
- Peer-reviewing white papers or articles = 1 credit unit per year
- Participating in an MTM survey = 1 credit unit per year
- Participating in the BCMTMS Exam Advisory Board = 3 credit units per year
- Participating in Capitol Hill visits = 3 credit units per year
- Participating in a research workshop = 2 credit units per activity per year
- Participating in a standard-setting/item review meeting = 3 credit units per year

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- Documentation verifying volunteer position, including name and time frame.
- Letter from organization supporting certificant's volunteer leadership position.
- Certificate of appreciation.

2.3.4 PROFESSIONAL MEMBERSHIP

NBMTM recognizes the value of joining the wider community of pharmacy professionals, which can expose you to new ideas and broaden your perspectives. You can earn recertification credit by being a member of a:

- NBMTM affiliate organization.
- National membership organization whose primary focus is MTM.

Calculating Credit Units

The number of credit units for professional membership is calculated as follows:

- 3 credit units per year (9 credit units maximum per 5-year recertification period)

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- Copy of membership card.

Applying for Recertification

3.1 SUBMITTING YOUR RECERTIFICATION CREDITS

To track your recertification credit units, please go to www.nbmtm.org/account.

If you attend NBMTM conferences, seminars or workshops, or participate in NBMTM eLearning programs, the applicable credit units will be auto-populated into your Certification Portal.

Once your recertification application is complete and has been approved, your next 5-year recertification period will begin from your existing end date.

You may submit your completed recertification application one year into your 5-year recertification period. If you complete your recertification cycle early, your end date will not change, and any unused or subsequent professional development activities completed within your current certification period cannot be carried over to the next.

Example:

- Initial certification period: May 2016 (took exam)
- Recertified: December 2020
- Next 5-year recertification period: May 2021–May 2026

3.2 RECERTIFICATION APPLICATION FEE

Recertification Fee = \$150

The application fee is nonrefundable, whether or not your application is approved. If you have previously created a user account on our website but do not remember your log-in information, use the “Forgot Password?” link to have the information emailed to you.

3.3 AUDIT PROCESS

In order to protect the integrity of the BCMTMS certification program, NBMTM will audit a percentage of recertification applications. It is important to document your professional development activities and retain these records for up to six months after the end of your 5-year recertification period. If you are audited, you will be required to verify, with supporting documentation, the activities and credit units listed on your recertification application.

Please submit all supporting documentation to satisfy the audit in one submission. You will have 30 days to submit your audit documentation. From the time all audit documentation is received, notification as to the outcome of the audit review will occur within 30 days.

Your BCMTMS™ credential may be revoked if you are unable to provide supporting documentation when audited, or if you do not meet the 50-credit unit minimum per 5-year recertification period. (Supporting documentation is not required unless you are chosen for audit.)

3.4 LATE SUBMISSION

Recertification applications are due five years from the date of certification. Every effort should be made to recertify within that time frame. Should you fail to enter your credit units into your Certification Portal by your recertification end date, you will have 60 days to do so before your credential expires. You may not use the 60-day grace period to accumulate additional credit units. A \$100 nonrefundable late fee will be applied, in addition to the recertification application fee, at the time of submission.

3.5 HARDSHIP EXTENSION STATUS

NBMTM recognizes that extenuating circumstances may prevent a credential-holder's attainment of 50 credit units within the 5-year recertification period. In those instances, a BCMTMS™ credential-holder may apply for a hardship extension status. This request must be made in writing at least 30 days before a credential-holder's recertification end date but no earlier than the final year of the 5-year recertification period. An explanation of the hardship must be included in the request. Examples of hardship include, but are not limited to, serious personal illness, serious illness of a family member, long-term unemployment and military deployment for an extended period of time.

If NBMTM approves the hardship extension, your certification will be extended for up to 12 months. During hardship status, you may not use the credential after your name until you complete your credit units requirements within the extension period. The credential-holder's certification period end date will not change upon reinstatement to active status. Hardship extension requests may be sent to contact@nbmtm.org.

3.6 EXPIRED STATUS

The certification of a credential-holder who does not submit a recertification application by the late submission date, who does not comply with an audit or who does not complete the required credit units within the approved 1-year hardship extension period is considered expired. This status means you are no longer certified. To become certified again, you must begin a new application process, pay the required exam fees and retake the exam.

3.7 RETIRED STATUS

A credential-holder who is actively certified and retires from the profession may apply for retired status. A credential-holder who plans to continue doing part-time work is not considered retired and is not eligible for retired status.

In order to apply for retired status, please send a request to contact@nbmtm.org. A retired status form will be sent to you to complete and return for review and processing. Credential-holders who have retired from the pharmacy profession and hold a retired status must add the word "Retired" in parentheses after their earned designation. A retired status credential-holder will not be required to submit recertification credits.



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