

The NATIONAL BOARD of MEDICATION  
THERAPY MANAGEMENT

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**BCMTMS™**

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Candidate  
Handbook

EFFECTIVE JANUARY 1, 2023



Board Certification in  
Medication Therapy  
Management

2023

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1455 Pennsylvania Ave NW  
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Washington, DC 20004

# The NATIONAL BOARD of MEDICATION THERAPY MANAGEMENT



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

***[nbmtm.org/certification](http://nbmtm.org/certification)***

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2023 BOARD CERTIFIED  
MEDICATION THERAPY  
MANAGEMENT SPECIALIST  
(BCMTMS) HANDBOOK

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# Disclaimer

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The National Board of Medication Therapy Management (NBMTM) is a registered 501(c)(3) non-profit organization that offers certification examinations and issues voluntary certification credentials to qualified pharmacists who meet the eligibility requirements established by the NBMTM Board of Directors.

The NBMTM is committed to enhancing the quality of care and service to the public through a validated certification process for pharmacists providing medication therapy management services. The NBMTM certification is not a professional license issued by a government agency and does not authorize a certified pharmacist to practice. Board-certified pharmacists 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 Specialist certification program, including any time limits, eligibility criteria, and supporting documentation requirements, at any time and without notice. For the most recent updates to the program, please check the National Board of Medication Therapy Management website. This guide is made available for free to everyone by the National Board of Medication Therapy Management and is not to be sold.

NBMTM provides equal opportunity to all applicants without regard to race, color, religion, age, sex, national origin, sexual orientation, physical or mental disability, veteran status, or other legally protected categories.

The unauthorized receipt, retention, possession, copying, or disclosure of any information materials, including but not limited to the content of any examination question, before, during, or after the examination may subject the candidate to legal action. Such legal action may result in monetary damages and/or disciplinary action, including denial or revocation of certification or recertification.

In accordance with federal and state laws, NBMTM and its testing partner, Meazure Learning, do not discriminate among individuals based on color, race, religion, sexual orientation, gender, national origin, gender identity, age, genetic information, disability, veteran status, or any other protected characteristic.



Welcome!

Thank you for taking the first step toward becoming certified as a Board Certified Medication Therapy Management Specialist (BCMTMS™). Being certified demonstrates your commitment to an ongoing process of keeping up-to-date and striving to deliver the best care possible to your patients and to your community.

By deciding to pursue the BCMTMS™ credential, you join a growing number of professionals seeking to meet and exceed the higher expectations of health care in today's complex global industry.

The BCMTMS™ examination process is reviewed by psychometricians who ensure that the examination process is psychometrically sound and defensible, and demonstrates both excellence and compliance with the NCCA's Standards for the Accreditation of Certification Programs.

By successfully completing the application and passing the BCMTMS™ exam, you will join over 725 pharmacists who have already attained the Board Certified Medication Therapy Management Specialist (BCMTMS™) credential. I encourage you to read this candidate handbook completely and become familiar with the information outlined, including exam-related dates, board certification policies, examination topics, and more.

Board certified pharmacists demonstrate their commitment to service through the variety, depth, and consistency of their professional involvement. Their desire to attain formal recognition of their advanced knowledge and skills reflects their devotion to their profession and their patients. Obtaining the BCMTMS™ credential not only benefits your career but also the profession as a whole.

Thank you for your interest, and we wish you much success.

A handwritten signature in cursive script that reads "Ronald E. Hanchar".

Ronald E. Hanchar, MBA, ICE-CCP  
Executive Director



**For more information:**  
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# Glossary

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## ACPE

Accreditation Council for Pharmacy Education

## ADA

Americans with Disabilities Act

## APhA

American Pharmacy Association

## BCMTMS

Board Certified Medication Therapy Management Specialist

## BUSINESS DAYS

Monday through Friday excluding holidays

## CCAPP

Canadian Council for Accreditation of Pharmacy Programs

## CE

Continuing Education

## CMM

Comprehensive Medication Management

## ECE

Educational Credential Evaluators

## ELIGIBILITY PERIOD

Period when the candidate is eligible to take the certification exam.

## FGP

Foreign Graduate Pharmacists

## IMMEDIATE FAMILY

A parent, spouse or child. Other relatives, even when living permanently in the same household as the candidate, will not be considered to be part of the "immediate family."

## LEGAL NAME

The first and last name (including any suffix such as Jr, Sr, I, II, III, etc.) as it appears on a valid, government-issued photo ID (i.e., driver's license, passport, state-issued ID).

## MEASURE LEARNING

NBMTM's professional test administration partner.

## MTM

Medication Therapy Management

## NBMTM

National Board of Medication Therapy Management

## NCCA

National Commission for Certifying Agencies (NCCA) is an independent, non-governmental agency that accredits certification programs in a variety of professions to ensure the health, welfare and safety of the public. The BCMTMS certification program is accredited by the NCCA.

## NTS

Notice To Schedule

## OFFICE HOLIDAY CLOSURES

Martin Luther King  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Winter Holidays

## PGY

Postgraduate Year

## PROCTOR U

A division of Meazure Learning, NBMTM'S professional testing partner for candidates scheduling exams remotely.

## RCU

Recertification Credit Unit

## SCANTRON TESTING CENTERS

A division of Meazure Learning, NBMTM's professional testing partner for candidates scheduling exams at brick and mortar testing centers. Also, NBMTM's test development partner.



# 1. INTRODUCTION

*The National Board of Medication Therapy Management was founded in 2017 in response to the need for a valid certification process for pharmacists providing medication therapy management. The board certification in medication therapy management also assures that the pharmacist possesses the knowledge, skills, and experience requisite to the provision of high-quality patient care for medication therapy management.*

*The certification is valid for a five-year period of time. Recertification will be required to be completed every five years thereafter in order to maintain the credential. All the information necessary to complete the board certification and recertification process is included in this handbook.*

## 1.1 About NBMTM

The National Board of Medication Therapy Management (NBMTM) is a voluntary, non-profit organization established for the purpose of credentialing pharmacists providing medication therapy management. The organization was founded by individuals with years of experience who are dedicated to helping patients suffering from multiple chronic conditions.

The purpose of the National Board of Medication Therapy Management is to establish and administer a certification process to elevate the standard of care across the continuum of medication therapy management.

## 1.2 About BCMTMS

The National Board of Medication Therapy Management certification is to assure the public and the health profession that a Board-Certified Medication Therapy Management Specialist (BCMTMS™) has the ability to perform quality standard of care in MTM by successfully completing the appropriate accredited educational and experience requirements and by passing a secured, proctored assessment exam.

NBMTM's Board Certification in Medication Therapy Management certification serves as an important benchmark in being able to determine the highest standard of care in MTM. It reflects the critical core values of compassion, patient-centeredness, and a passion for continuous learning. Patients, pharmacists, healthcare providers, insurers, and quality organizations look for board certification as the best measure of a practitioner's knowledge, experience, and skills to provide quality care.

## 1.3 About NCCA Accreditation



The BCMTMS certification program discussed in this Handbook is accredited by The National Commission for Certifying Agencies ("NCCA"), a division of the Institute for Credentialing Excellence ("ICE"). The NCCA is the accrediting branch of the Institute for Credentialing Excellence (ICE), which is the national standard setting organization for credentialing groups, including certification boards, licensing boards, and associations.

NCCA accreditation means that the BCMTMS certification program meets the highest national voluntary standards for private certification. It means that the program has been reviewed by an impartial commission and deemed to have met the nationally accepted criteria and guidelines of the NCCA.



## 1.4 Exam Development

### 1.4.1 Overview

All examination questions are written and reviewed by an Exam Committee. This is to ensure that there is adequate and appropriate coverage of all content areas on the examination.

### 1.4.2 Item Review Process

New items are written by content experts and assigned to individual members of the Exam Committee for primary and secondary review. Each item is then further reviewed at least twice by the Exam Committee as a whole. During the revision process, each item is also reviewed multiple times by a medical editor to ensure accuracy and by staff editors who standardize item style, format, terminology, correct grammar, and eliminate ambiguity and technical flaws, such as cues to the answer.

Once the exam committee approves a item for inclusion in the exam item pool, it is made available for selection in future exams. All approved items are reviewed periodically for accuracy, currency, and relevance. This review also includes any items that have been previously used on an exam.

### 1.4.3 Selection Process

The exam is based on a specific blueprint, also known as a content outline which defines practice. The outline defines the percentage of items from each content category that will appear on the exam. The exam selection process incorporates new items as well as those which have performed well on prior exams. Special attention is also provided to ensure that multiple versions of an exam are balanced with regard to difficulty and content.

## 1.5 Exam Structure

Exam items are written in a single-best-answer multiple-choice format. This is the most widely used format in the testing industry as it allows for greatest coverage of content which can be measured within a specified amount of time. Most exam items are preceded by a clinical stem that provides information about a patient. Each item is followed by 4 answer options, one of which is the correct and best answer (the key). Part of the item review process is to ensure that the designated answer is clearly correct, uncontroversial, evidence-based, and a better choice than any of the other options. The other options ("distracters") are designed to reflect plausible responses likely to be selected by less knowledgeable candidates. Graphical illustrations, such as photographs, tables, or charts, may be used.

## 1.6 Objectives of Board Certification

*The objectives of board certification are to advance medication therapy management by:*

- Identifying knowledge that is essential to the practice of MTM pharmacists.
- Advancing cooperation and information exchange among the many disciplines and organizations.
- Recognizing those who meet the eligibility requirements for certification.
- Encouraging continued professional growth and development of MTM pharmacists.
- Raising standards and elevating the importance of ethical behavior by requiring the certified pharmacist to adhere to a strict code of ethics and professional standards.

## 1.7 Exam Item Updates

Exam items are reviewed every six months. They are updated twice a year on February 1st and August 1st of each year to reflect new or updated guidelines relevant to medication therapy management and pharmacology. Any changes that affect the objective domain and the existing questions are incorporated into the exam. Specifically, technically inaccurate questions are removed from the exam; some items are modified, and new items may be created to assess new related skills.



The board reserves the right to update content for any reason at any time to maintain the validity and relevance of our certification.

## 1.8 Exam Administration

The BCMTMS exams are administered through Measure Learning which is a full-service testing company administering licensure, certification, and specialty examinations, including practical and written simulation tests, for associations, state boards, government agencies, and corporations. Through NBMTM's guidance, Measure Learning develops, administers, and scores the BCMTMS examination. It delivers the exam at test centers available through its Measure Learning Test Sites network of testing centers located throughout the United States and Canada and in other locations internationally. For more information, please visit <https://www.assessments.measurelearning.com/programs/national-board-of-medication-therapy-management/>.

NBMTM also administers the BCMTMS remotely through Proctor U (also a part of Measure Learning). The remotely proctored exam can be delivered at a location that might be more convenient to the candidate, provided he/she can meet NBMTM's and Proctor U's hardware specifications and security requirements. For more information, please visit Proctor U's website at: <https://www.assessments.measurelearning.com/programs/national-board-of-medication-therapy-management/>.



## 2. CODE OF ETHICAL AND PROFESSIONAL CONDUCT



*The National Board of Medication Therapy Management is an independent board that provides direction for and administers the certification process for pharmacists providing medication therapy management. By completing and passing the certification exam, a certified pharmacist is setting a standard of quality care the public expects, demands and deserves. The codes outlined herein are to guide candidates and certified pharmacists in the performance of their professional responsibilities and to promote the mission of the NBMTM; to protect the public through the development, administration, and promotion of a certification in medication therapy management.*

### 2.1 Professional Care and Competence

- A** | Candidates and certified pharmacists shall act in a manner that justifies public trust and confidence, enhances the reputation of the profession and safeguards the interests of individuals and clients.
- B** | Candidates and certified pharmacists shall act diligently in accordance with applicable technical and professional standards when providing professional services.
- C** | Candidates and certified pharmacists shall meet and comply with all terms, conditions, or limitations of any professional credentials they hold.

### 2.2 Professional Integrity and Objectivity

- A** | Candidates and certified pharmacists shall maintain a professional knowledge and skill level required to ensure that employers receive competent professional service based on current developments in practice, legislation, and techniques.
- B** | Candidates and certified pharmacists shall pursue excellence in performing their duties.
- C** | Candidates and certified pharmacists shall conduct all business transactions at arm's-length and free from offers and solicitation of gifts and favors, or other improper inducements.
- D** | Candidates and certified pharmacists shall ensure the accuracy of information and soundness of recommendations forwarded to another involved professional, agency, or institution.

## 2.3 Fraud-Related Conduct

- A** Candidates and certified pharmacists shall not present fraudulent documents when applying for certification or recertification.
- B** Candidates and certified pharmacists shall not use a title designation, credential or license, company name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist.
- C** Candidates and certified pharmacists shall cooperate with an NBMTM disciplinary investigation or proceeding.
- D** Candidates and certified pharmacists shall not attempt to prevent or interfere with a complaint being filed or NBMTM disciplinary investigation or proceeding to occur. Interference attempts may include but are not limited to:
- *The use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a complaint from being filed, prosecuted, or completed;*
  - *The use of threats or harassment against, or an inducement to, any consumer or witness in an effort to prevent them from providing evidence in an investigation, disciplinary proceeding, or any other legal action; and*
  - *The willful misrepresentation of facts before the disciplinary authority or its authorized representative.*







## 3. CERTIFICATION ELIGIBILITY REQUIREMENTS

### 3.1 Requirements for Board Eligibility

Board eligibility is necessary to participate in the certification process and sit for the NBMTM certification examination. A candidate must meet all of the following requirements:

- A** The candidate must hold a pharmacy degree from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE) or Canadian Council for Accreditation of Pharmacy Programs (CCAPP). Foreign Graduate Pharmacists (FGP) must hold an equivalent degree to the requirements of a U.S. pharmacy degree by submitting proof of U.S. pharmacy licensing or a report from an educational credential evaluator (ECE).
- B** The candidate must hold a valid, unexpired, and unrestricted license to practice in at least one state, commonwealth, territory, possession of the United States, or province of Canada. If the practitioner is licensed outside of the United States the license must be valid, unexpired, and unrestricted to meet this requirement.
- C** The candidate must complete two years of practice experience, post-licensure, with experience in medication therapy in retail pharmacy, community pharmacy, or ambulatory care pharmacy. Please note that pharmacy practice experience that does not involve direct patient care will not be eligible.

Experience can be waived if the applicant successfully completes an NBMTM-approved training program in medication therapy management. Approved training programs are:

1. APhA's *Delivering Medication Therapy Management Services Certificate Training Program*.
2. *Power-Pak C.E.® Certificate Program in Medication Therapy Management*.
3. *University of Florida's graduate certificate in Comprehensive Medication Management (CMM)*.
4. *University of Florida's Master's degree in Medication Therapy Management*.
5. *University of Florida's Master's of Pharmaceutical Sciences with Concentration in Individualized Medicine*.
6. *University of Southern California's Advanced Practice Pharmacist Certificate in Comprehensive Medication Management (CMM)*
7. *Residency in Community Practice or Ambulatory Care (PGY-1 or PGY-2)*

- D** The candidate must agree to abide by the Code of Ethical and Professional Conduct.
- E** The candidate must complete and fill an online application for the certification examination, including submission of copies of the candidate's additional supporting documents.
- F** The candidate must pay the required application fee.

Final acceptance of eligibility is subject to satisfactory review by the NBMTM.



## 3.2 Requirements for Board Certification

To be eligible for board certification in Medication Therapy Management by the NBMTM, the candidate must meet all the following requirements:

1. The candidate must be board eligible as described in section 3.1.
2. The candidate must pass the BCMTMS examination.

**Note:** *The BCMTMS examination may be taken upon payment of the required fee.*

**Reminder:** *Certification is valid for a five-year period of time. You will be required to submit approved RCUs for recertification every five (5) years.*



## 4. BEFORE SUBMITTING AN ONLINE APPLICATION

---



Before submitting an application to the NBMTM, candidates should ensure that they meet all board eligibility requirements. An online application will only be considered complete if the candidate has:

- Answered all mandatory fields in the online application,
- Uploaded all required supporting documentation,
- Read and agreed to all statements and terms of conditions, and
- Made an electronic payment to NBMTM regarding the application fee.

### 4.1 Access myNBMTM Portal

To create a user account on NBMTM's website ([www.nbmtm.org](http://www.nbmtm.org)) candidates will need to click the "APPLY NOW" link in the myNBMTM Portal. By doing so, candidates will have access to further instructions on how to apply for the certification.

### 4.2 Returning Users

Candidates who may have previously created a user account but do not remember their log-in information, should click on the "Forgot Password?" link to have their information emailed to them.





## 5. APPLICATION PROCESS

Candidates can apply for the certification exam online at [www.nbmtm.org](http://www.nbmtm.org)

Once the certification application is approved, candidates are eligible for the next 4 upcoming tests windows. The candidate must take the certification exam within the 4 eligible testing windows. After the 4 eligible testing windows have passed, the application will expire and all fees will be forfeited. The candidate will need to submit a new exam application and fee.

### 5.1 Completing The Online Application

To begin an application, candidates must access their myNBMTM Portal. Once arriving at the main page they should click on the "APPLY NOW" link.

As candidates begin filling out their applications, they should notice 3 tabs on the top of the application page. Each tab corresponds to a section of the application and is categorized by subject.

To navigate between tabs, candidates can click on any tab at any time to review and complete the questions.

It usually takes 15 minutes to complete the online application. However, candidates are not required to finish the application in one session and may save their work without having to re-enter information.

### 5.2 Saving Your Application

Candidates can save their application and return to it at any time. There are two ways to save the application:

1. Click the "Save and Continue Later" button at the bottom right corner of each page; or
2. Click the "Next" or "Previous" buttons at the bottom of each page.

*Saved applications cannot be submitted to NBMTM until they have been completed. Applications can only be submitted after all mandatory fields have been completed. This includes submission of all appropriate documentation, provision of all signed declarations and authorizations and submission of all applicable fees.*

### 5.3 Application Sections

The following provides information on how to complete the various sections of the application:

#### 5.3.1 Personal Identification Details

In this section, candidates must provide identification information such as name and title. If applicable, they should list other names currently or previously used such as your name at birth, maiden name, previous married name, alias, and nicknames, etc.

#### 5.3.2 Demographics Information

In this section, candidates must provide their date of birth and gender. This information is required for program integrity purposes.

### 5.3.3 Contact Information

In this section, candidates must provide contact information such as phone numbers and mailing addresses.

### 5.3.4 Education History

In this section, candidates must indicate their highest level of education and provide details on all applicable postgraduate education. Candidates must include the name of schools, graduation dates, types of degrees, and country(ies) of education. If studies were completed outside of the United States, information on country or countries of education must be indicated.

### 5.3.5 Work Experience

In this section, candidates must list all paid work experience in medication therapy management. Candidates must include all start dates, job titles, and employer information.

**Note:** *Candidates must have accumulated at least 24 months of work experience by the date that they receive their Notice to Schedule (NTS) from Measure Learning to qualify for board eligibility. Any work experience obtained after candidates have received their NTS cannot be used toward meeting the minimum 24 months work experience requirement.*

### 5.3.6 Other Pharmacy Training (Excluding Education and Paid Work)

In this section, candidates may indicate whether they completed training through an NBMTM-approved training program in medication therapy management such as:

- APhA's Delivering Medication Therapy Management Services Certificate Training Program.
- Power-Pak C.E.® Certificate Program in Medication Therapy Management.
- University of Florida's graduate certificate in Comprehensive Medication Management (CMM).
- University of Florida's Master's degree in Medication Therapy Management.
- University of Florida's Master's of Pharmaceutical Sciences with Concentration in Individualized Medicine.
- University of Southern California's Advanced Practice Pharmacist Certificate in Comprehensive Medication Management (CMM)
- Residency in Community Practice or Ambulatory Care (PGY-1 or PGY-2)

If candidates require additional space to list their experience or training, or they would like to include further evidence to support their application, they may upload additional documents at the end of their application.

In this section, they must also indicate whether they completed any residencies such as residency in medication therapy management or ambulatory care pharmacy.

### 5.3.7 American with Disabilities Act

In this section, candidates must indicate whether they might need any special accommodations in order to be able to sit for the exam.

### 5.3.8 Supporting Documents

Candidates must attach supporting documentation to substantiate the information provided in the online application to help verify board eligibility.

**Note:** *The NBMTM no longer requires original hard copies of supporting documents. All supporting documents must be scanned and uploaded to the online application. This includes copies of the candidate's pharmacy license for international applicants.*

Please see Appendix for the list of documents.



**Reminder:** All supporting documentation must be provided in English or translated into English with a complete certified or notarized translation provided.

Supporting documents must be uploaded using one of the following document formats: pdf, or image file types: jpg. The file size limit is 5 MB per file.

Please ensure that all text and images are clear, legible, and complete. In addition, please ensure that all pages for specific documents are uploaded into one file.

## 5.4 Privacy and Confidentiality

The NBMTM collects your personal information to assess whether you meet board eligibility criteria and to determine that the information you have provided, including all of your supporting documentation, is true, correct, and complete.

The NBMTM may also use this information to contact you to verify the information you have provided or to request additional information if needed to determine whether you meet board eligibility criteria. The NBMTM may use this information for the purposes of quality assurance and program evaluation.

Candidates who might be uncomfortable or are in disagreement with any parts of the declarations and authorizations contained in the application, should reconsider submitting an application to NBMTM.

## 5.5 Application Fee

Before you can submit your online application, you must pay the application fee of \$450

APPLICATION FEE	USD
Initial Certification Application Fee	\$450
Re-test Fee	\$200

You can make an electronic payment by debit or credit card only (VISA, Discover, MasterCard, or American Express). Please note that the NBMTM **will not accept:**

- Money Order
- Cashier/Certified Check
- Postal Money Order
- Bank Draft
- Cash
- Personal Check

Once payment and application has been submitted to NBMTM, candidates will receive an email acknowledging application submission and receipt of payment.

It should be noted that the application fee covers application processing and the examination. Additional costs, if applicable for additional services will be the responsibility of the certificant (translations, notarizations, travel, accommodations, incidentals, etc.) Once NBMTM has determined that eligibility requirements have been met, Meazure Learning will send each candidate his/her Notification to Schedule (NTS) their exam. Candidates must schedule their examination within one year from the start date of their eligibility period.





## 6. AFTER APPLYING

### 6.1 Application Assessment

Once the NBMTM receives an application, it is assessed to determine candidate eligibility. All information the candidate provides will be verified to ensure accuracy, legitimacy, and completeness.

Application processing time takes approximately 2-3 weeks.

Once the NBMTM completes review of the application, candidates will be notified as to whether their application has been approved or rejected.

### 6.2 Checking Application Status

Candidates are encouraged to regularly check their myNBMTM Portal on the NBMTM website for updates regarding their application status. When checking status, candidates should look for the right column labeled "Certification Application Status" in their Portal. As candidate applications make their way through the various processing stages, their status will be updated.

Please ensure that you check your status online before sending an inquiry to NBMTM.

### 6.3 Incomplete Applications

Candidate applications will not be considered complete until they have been submitted and reviewed by the NBMTM. In the case of an incomplete application in which the candidate requests to withdraw, he/she would be refunded their initial exam fee LESS a \$100 processing fee.

An application may be deemed incomplete if:

- *Incorrect supporting documents are provided; or*
- *Required documents have not been submitted; or*
- *Documents requiring translation are not certified or notarized.*

### 6.4 Changes in Personal Information

The NBMTM must be notified if there are any changes to the information provided in the application, including but not limited to:

- *Change in contact information*
- *Change in licensure status (expiration or suspension)*
- *Change in legal name due to marriage, divorce, or naturalization, or any other circumstances.*



Changes to telephone numbers and mailing addresses can be made online by logging into the myNBMTM Portal and clicking on the "Update Contact" button on the dashboard.

For all other changes, candidates must complete the Change of Personal Information online form. This online form must also be used to request correction of a data entry error (i.e., spelling mistake) in a candidate's name or date of birth made while registering.

Failure to notify the NBMTM of any changes to personal information may impact the outcome of the application.

Additional documents and/or information should not be sent unless the candidate needs to notify NBMTM of a change or if the candidate has a request for additional information.

**Note: Paper documents are no longer accepted by mail, fax, or in person.**

## 6.5 Withdrawing an Application

If a candidate wishes to withdraw his/her application, they may do so by submitting a request through their myNBMTM Portal. NBMTM will not accept withdrawal requests by mail, email, or phone.

Once withdrawal has been confirmed, the candidate is no longer eligible to sit for the certification exam.

**Note: After the application has been processed, the initial application fee submitted to sit for the exam will not be refundable.**

## 6.6 Reconsideration

If a candidate's application is rejected, they may seek review or reconsideration of the decision if they feel that an error was made by NBMTM. In such cases, candidates must send a request for reconsideration by email to [contact@nbmtm.org](mailto:contact@nbmtm.org) within 30 calendar days of the date of their refusal notification. Candidates must clearly identify errors were made in the assessment of the application. The errors identified must be related to the reason for the refusal of the application. Reconsideration requests are reviewed by an official who was not involved in the original decision and who is independent of the original decision-maker. The reconsideration decision is final.

Please note that a reconsideration request will consider board eligibility at the time of the original application. A decision will not be reconsidered on the basis of a change in circumstances after the application was submitted and will not take into consideration new information or documentation that was not submitted to the NBMTM during the initial application assessment. In these instances, applicants should submit a new application to the NBMTM.

**Note: Written requests for reconsideration are no longer accepted by mail, fax, or in person. All requests for reconsideration must be sent by email.**

## 6.7 Refund Policy

Any candidate who desires a refund of examination fees can request return of payment from NBMTM less a \$100 administrative fee. If the candidate does not schedule an exam by the end of the defined eligibility period, no refund will be provided. A candidate must log in the Meazure Learning scheduling system and pay the \$50.00 cancellation of appointment fee to be eligible for a refund. If this deadline is not met or the candidate is absent for a scheduled exam without notification of the vendor, no refund will be provided.







## 7. APPROVED APPLICATIONS

### 7.1 Testing Window

The BCMTMS™ examination is administered in testing windows four times per year.

APPLICATION DEADLINE	TESTING WINDOW
December 30, 2022	February 2 - March 9, 2023
March 27, 2023	April 30 - June 11, 2023
July 14, 2023	August 17 - September 28, 2023
October 9, 2023	November 12 - December 23, 2023
December 31, 2023	February 2 - March 8, 2024
March 28, 2024	April 30 - June 11, 2024
July 15, 2024	August 17 - September 28, 2024
October 10, 2024	November 12 - December 22, 2024

The desired testing window must be selected on your NBMTM dashboard prior to the beginning of the window.

If the candidate misses the application deadline, the candidate will be assessed a \$100 Late Registration Fee. The late registration period extends 14 days following the regular registration deadline.

### 7.2 Notice To Schedule (NTS)

Fifteen days prior to the beginning of the selected testing window, the candidate will receive an email notification from Meazure Learning. Candidates may need to add [contact@nbmtm.org](mailto:contact@nbmtm.org) and [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com) to their list of approved senders so important messages do not get sent to their spam folder. The email will be sent to the email address on file with NBMTM. It is, therefore, important for candidates to keep their email address current with NBMTM.

It is the candidate's responsibility to check their email and MyNBMTM account to see whether the NTS has been sent to them.

### 7.3 Scheduling the Exam

After the NTS has been received, candidate can schedule their exam appointment directly from Meazure Learning. The email will include a unique username and password and a link to access Meazure Learning's test scheduling system to select an exam appointment based on seating availability at either Measure Learning's test sites or Proctor U's remote monitoring platform. Meazure Learning partners with Proctor U to offer a remote proctoring platform where candidates have the option of testing remotely instead of a designated test site.

Within two (2) business days of submission of candidate eligibility data, Meazure Learning will email a notice to schedule (NTS) email to eligible candidates. The NTS will provide a URL and a unique username/password to access Meazure Learning's online scheduling system.

Candidates requesting reasonable testing accommodations under the Americans with Disabilities Act must submit their test scheduling request at least 30 calendar days prior to their preferred test date.



Candidates using the online scheduling system will have access to technical assistance Monday through Friday, 8:30 a.m. to 5:30 p.m. Eastern Time (excluding Meazure Learning holidays), by email and by telephone. Voice mail will accept candidate inquiries outside of these business hours.

### 7.3.1 Scheduling to Test at A Meazure Learning Test Site

Candidates must submit their scheduling request at least two (2) calendar days prior to the preferred test date.

### 7.3.2 Qualified Individual with a Disability

- Candidates must submit their scheduling request at least 24 hours prior to their preferred test date.
- Candidates are responsible for ensuring that their computers meet technical requirements, as outlined in NBMTM's candidate handbook and in the confirmation email. During the scheduling process or at any time prior to the scheduled appointment, candidates may perform a system check of the computer they intend to use during the testing session. If the candidate is unable to take the examination at the scheduled appointment due to inadequate system capabilities, then the candidate may need to reschedule the appointment.
- Candidates are responsible for ensuring their testing environment meets the minimum requirements to take the examination, as outlined in NBMTM's candidate handbook and in the confirmation email. If the candidate's environment does not meet the requirements, as determined by the online proctor, then the candidate may need to reschedule the appointment.

## 7.4 International Exam Scheduling

The candidate's notice to schedule will permit candidates to test at available international locations. Meazure Learning cannot guarantee the availability of exam appointments at specific international locations, and the international testing locations are subject to change. International sites are defined as those outside of the United States and Canada.

Candidates wishing to test at an international site may do so according to the following procedure:

- *View the list of international sites/dates that are available during the candidate's designated eligibility period through a URL link to the online scheduling system provided in the NTS email.*
- *If an acceptable site/date is available, select and submit the preferred test site and date.*
- *Provide payment for the international testing surcharge by secure e-commerce (credit card) in U.S. funds. Payment will be processed immediately, and a confirmation notice for the exam appointment will be issued.*

If sites/dates are not available at the preferred international location during the candidate's designated eligibility period, candidates may submit a request for the preferred locations according to the following procedure:

- *Through the online scheduling system, candidates may submit up to three preferred international sites/ dates for test scheduling during the candidate's designated eligibility period. Meazure Learning cannot guarantee availability of the preferred sites/dates during the candidate's designated eligibility period.*
- *Upon submission of the request for a preferred location, candidates will provide payment for the international testing surcharge by secure ecommerce (credit card) in U.S. funds. Payment will be processed immediately. Within five business days, Meazure Learning will issue a confirmation notice to the candidate for one of the preferred sites/dates, if it is available.*
- *Within five business days, Meazure Learning will issue a confirmation notice to the candidate for one of the preferred sites/dates, if it is available.*
- *If none of the preferred sites/dates are available, Meazure Learning will offer an alternate site/date for the*



candidate's approval. Upon candidate approval, Meazure Learning will issue a confirmation notice to the candidate.

- If Meazure Learning is unable to schedule the candidate at an international location, Meazure Learning will refund the candidate the international testing surcharge.

## 7.5 Special Needs

The NBMTM supports the intent of and complies with the Americans with Disabilities Act (ADA). The Board will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from [www.nbmtm.org](http://www.nbmtm.org) or by calling our office at (202) 831-0033. This Form must be uploaded or emailed at least 4 weeks before the exam date. Please use this form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the exam.

### 7.5.1 Reasonable Accommodations

Reasonable accommodations provide disabled candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the exam.

Reasonable accommodations are decided on the basis of the individual's specific request, disability, documentation submitted, and the appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam. The most frequent requests involve providing the candidate with extended time, a reader, a writer, and/or a separate room.

### 7.5.2 Qualified Individual with a Disability

A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education, and other requirements of the service, program, or activity of which the individual is being measured and, with or without accommodations, can perform the essential functions of the service, program or activity.

An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program or activity. A person must be a "qualified individual with a disability" to be protected under the ADA.

### 7.5.3 Proper Documentation

Candidates requesting a change in exam procedures or processes due to disability, handicap or other reasons must complete the Request for Special Needs Accommodations Form. The candidate is responsible for demonstrating that the request should be granted. Medical documentation of specific needs must accompany the request. Specifically, the candidate must submit documentation from an appropriate licensed professional or certified specialist who diagnosed their disability and is recommending reasonable accommodations. These recommendations should be based on testing that is not older than 4 years prior to the application. The documentation must be on the professional's letterhead. It must provide a diagnosis of the disability and the exam used to determine the disability.

The confidentiality of all documentation submitted by the candidate is protected. The NBMTM will review the request and notify the candidate in writing of its determination within 7 business days of receipt.

### 7.5.4 Requests for Reasonable Accommodations

In order to be given consideration, appropriate documentation (including the Request for Testing Accommodations Form) must be received by the NBMTM at least 30 calendar days prior to their preferred test date.

Candidates approved for reasonable accommodations are notified via email of the accommodations granted to them. Candidates not approved for reasonable accommodations are notified via email of the denial of their request.

If a candidate's request for accommodations is not approved, the candidate may initiate an appeal. Appeals must be made in writing to the following address.



National Board of Medication Therapy Management  
1455 Pennsylvania Ave NW  
Suite 400  
Washington, DC 20004

The candidate is responsible for demonstrating that the appeal should be granted. Appeals must be received at least 30 days before the scheduled exam date the candidate is requesting. Failure to appeal within the allotted time will render the original decision final.

The NBMTM will not pay any costs that a candidate may incur in obtaining the required diagnosis and recommendation.

## 7.6 Fees

DESCRIPTION OF FEE	USD
Initial Certification Application Fee	\$450
Re-test Fee	\$200
Recertification Fee	\$200
Official Verification Letter (stamped)	\$20
Replacement of Certificate	\$75
Administration Fee	\$100
Recertification Late Fee	\$50
Late Registration Fee	\$100
Meazure administration cancellation fee	\$50

**Note: Fees are subject to change at any time and without prior notice.**

## 7.7 Appeals Procedures

Applicants that have been deemed ineligible to sit for the examination may submit an appeal with NBMTM's Appeals Committee by filling out the form located on <https://www.nbmtm.org/forms-documents/> and emailing to [contact@nbmtm.org](mailto:contact@nbmtm.org). The appeal will be reviewed by the Appeals Committee, who shall deliver a final decision within 30 days.





## 8. EXAMINATION

### 8.1 Overview

The BCMTMS examination is based on a job task analysis (also known as a practice analysis or role delineation study) that is conducted periodically to determine the job content elements that are related to effective job performance. The results of this study are used to develop the content outline for each examination, and all versions of the examinations correspond to these specifications.

The job task analysis determines the scope of knowledge and responsibilities that are currently required by, and are representative of, pharmacists providing medication therapy management. It is important to recognize that examination content is based on this information, even though all elements of the examination may not seem to be directly relevant to every individual taking the exam.

The examination consists of 200 multiple-choice items (questions) and is split into two parts with 100 questions in each part. The candidate has up to two hours to complete each part. If the candidate finishes the first part before the allotted time, he/she may start the second part of the exam. No additional time other than the two hours provided to complete the second part is allowed, even if the candidate completes part one ahead of time. After submitting part one of the exam, the candidate will not be able to return to this part the examination.

The examination covers five subject areas as described in the BCMTMS Content Outline in Section 11 of this Handbook.

The BCMTMS examination is the standardized measure of the basic knowledge, skills, and abilities expected of professionals providing medication therapy management. The BCMTMS examination is only available in English.

The NBMTM uses licensed pharmacist subject matter experts (SMEs) actively practicing MTM in order to determine the examination content outline, develop and maintain an item bank of approved examination items, and set the standard for determining the exam passing score.

### 8.2 Thirty Minute Guideline

Occasionally, candidates may experience a delay or technical issue with an internet based exam. If the delay exceeds 30 minutes, the candidate may request to reschedule their appointment if they are unable to wait any longer.

### 8.3 Late Arrival to the Exam

Candidates who arrive late to the exam may not be permitted to take the exam on that day if the center is no longer able to accommodate the full exam time. Candidates who are not permitted to take the exam on that day will be considered a No Show.

### 8.4 What to Bring to the Exam

For a test center administered exam, candidates should arrive 15 minutes prior to their scheduled exam appointment. Candidates at the test center will be required to present the following items.

- One valid, government-issued ID (e.g., driver's license or passport, other federal or military ID), with your signature and a recognizable photograph. The identification document must be in Latin characters.
- Print out of your confirmation email from Meazure Learning.



## 8.5 Measure Learning

Certification exams are administered and proctored by Measure Learning. NBMTM has contracted with Measure Learning, a secure proctoring service, to protect the integrity of certification exams. Measure Learning is engaged in educational and occupational measurement and provides examination administration to a variety of client organizations. The examination is administered by appointment only. Available dates will be indicated when scheduling your examination with Measure Learning.

## 8.6 Required Identification for Examination Admission

Bring a current, government-issued photo identification (ID) with signature (driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card). Candidates will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees. Original documents are required. Your first and last name on the confirmation notice must match the first and last name on your identification exactly. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo). Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

## 8.7 Test Center Locations

Measure Learning-affiliated testing centers have been selected to provide accessibility to most candidates in all states and major metropolitan areas. Specific address information will be provided when you schedule your examination appointment.

## 8.8 Accessories Policy

- *Jewelry outside of wedding and engagement rings is prohibited. Candidates may not wear other jewelry during the test.*
- *Candidates should refrain from wearing ornate clips, combs, barrettes, headbands, and other hair accessories.*
- *If a candidate is caught with a camera device while testing, the exam will be terminated by the proctor.*

## 8.9 Test Provider Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed. Failure to follow any of these security procedures may result in the disqualification of the candidate's examination.

No reference materials, papers, or study materials are allowed in the testing area. If candidates are found with these or any other aids, they will not be allowed to continue the exam, and their answers will not be scored.

The NBMTM and Measure Learning maintain examination administration and security standards designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored for security purposes and remote testing is monitored by online proctors. The following security procedures apply during the examination:



- Examinations are proprietary and confidential. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the Test Center.
- Use of a cellular/ smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No calculators are permitted as an on-screen calculator is provided for your convenience.
- Personal items will NOT be allowed in the exam room or exam area and must be left outside of the testing area..
- No hats or large coats are allowed in the exam area.
- Bring earplugs if you are sensitive to ambient noise. If a candidate chooses to use earplugs, they will be subject to examination by the testing center and remote testing staff.
- Please refrain from wearing colognes or perfumes as scents may disturb others in the testing center center (not applicable for remote testing).
- Sweaters and sweatshirts without pockets or hoods are permitted to be worn.
- In testing center situations, computer-based testing facilities offer exam services to multiple agencies. There may be other individuals from other organization in the testing room who are sitting for exams. Please be cognizant of your surroundings.
- No questions concerning test content may be asked during the examination.
- Food and beverages are NOT allowed in the exam area.
- Candidates are strictly prohibited from attempting to access any outside information, programs, or websites while testing.

## 8.10 Visitors

Friends and relatives, including children, are not allowed in the exam area.

## 8.11 Misconduct or Disruptive Behavior

Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation.

## 8.12 Copyrighted Examination Items and Test Forms

All examination items and test forms are the copyrighted property of NBMTM. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to civil and criminal penalties. Candidates are forbidden from describing or sharing examination content.

## 8.13 Inclement Weather Policy for Exam

In the event of potentially inclement weather, the closing of a Measure Learning testing center or in the event of a power outage, will be up to the discretion of the Measure Learning testing center proctor in conjunction with radio reports and local media. If a Measure Learning testing center is closed by a Measure Learning testing center proctor, every attempt will be made to contact the candidate by telephone to let them know the Measure Learning testing center is closed. The candidate will be notified to contact Measure Learning to reschedule their exam at no cost to the candidate. In addition, candidates can view all testing center closures using the inclement weather link included in the scheduling confirmation notice email.



## 8.14 Internet Outage and Disruption

Computer-based tests are delivered via secure Internet connections. Internet connections are subject to local Internet providers. While it is not the norm, Internet connections can on occasion be lost momentarily, requiring the proctor to log back into the exam. If an Internet connection is lost, the proctor Meazure Learning will assist in logging back into the exam. Upon logging back into the exam, candidates will resume at the first unanswered item. Time remaining will be exactly the same as it was when the Internet connection was lost.

## 8.15 Testing Appointment Rescheduling

### 8.15.1 Rescheduling Appointments at Meazure Learning Test Sites

- A candidate may reschedule from one test site appointment to another test site appointment, provided the candidate is within his/her eligibility period. The candidate must reschedule the testing appointment no later than two (2) calendar days in advance of his/her testing appointment. The candidate must reschedule his/her new testing appointment at a Meazure Learning test site by accessing Meazure Learning's online test scheduling system.
- Provided the request is made at least two (2) calendar days in advance of the testing appointment, Meazure Learning will collect a \$50 rescheduling fee from the candidate via secure e-commerce at the time of the request. The candidate must reschedule his/her testing session by accessing Meazure Learning's online scheduling system.
- In the event a candidate is rescheduling from a domestic test site to an international test site, the candidate must provide payment for the international testing surcharge by secure e-commerce (credit card) at the time of scheduling.
- In the event a candidate is rescheduling from an international test site to a domestic test site, the candidate should request a refund of the international testing surcharge from Meazure Learning within two (2) calendar days of rescheduling.
- If the request is made fewer than two (2) calendar days in advance of the testing appointment, the candidate will be considered a no-show and Meazure Learning will retain the international testing surcharge (if paid at scheduling). The candidate will need a new eligibility record to test.

### 8.15.2 Rescheduling Appointments for Live Remote Proctored Testing (LRP)

- A candidate may reschedule from one LRP testing appointment to another LRP testing appointment, provided the candidate is within his/her eligibility period. The candidate must reschedule the testing appointment no less than 24 hours prior to the scheduled appointment date and time. The candidate must reschedule his/her new LRP testing session by accessing Meazure Learning's online test scheduling system.
- As of the Effective Date, there is no fee associated with rescheduling from one LRP testing appointment to another LRP testing appointment.
- If the request is made fewer than 24 hours in advance of the testing appointment, the candidate will be considered a no-show.

### 8.15.3 Rescheduling from a Meazure Learning Test Site to Live Remote Proctored Testing

- A candidate may reschedule his/her testing appointment at a Meazure Learning test site to LRP appointment, provided the candidate is within his/her eligibility period. The candidate must cancel the test site appointment no later than two (2) calendar days in advance of his/her testing appointment at the Meazure Learning test site. The candidate must reschedule his/her new LRP testing appointment no less than 24 hours prior to the





scheduled appointment date and time. The candidate must reschedule his/her testing session by accessing Meazure Learning's online test scheduling system.

- Provided the request is made at least two (2) calendar days in advance of the testing appointment, Meazure Learning will collect a \$50 rescheduling fee from the candidate via secure e-commerce at the time of the request. The candidate must reschedule his/her testing session by accessing Meazure Learning's online scheduling.
- In the event a candidate is rescheduling from an international test site to live remote proctored testing, the candidate should request a refund of the international testing surcharge (from Meazure Learning within two (2) calendar days of rescheduling).
- If the request is made fewer than two (2) calendar days in advance of the testing appointment, the candidate will be considered a no-show and Meazure Learning will retain the international testing surcharge (if paid at scheduling). The candidate will need a new eligibility record to test.

#### 8.15.4 Rescheduling from Live Remote Proctored (LRP) Testing to a Meazure Learning Test Site

- A candidate may reschedule his/her testing appointment from LRP to a Meazure Learning test site, provided the candidate is within his/her eligibility period. The candidate must cancel the LRP testing appointment at least 24 hours in advance of his/her testing appointment. The candidate must reschedule his/her new testing appointment no less than two (2) calendar days in advance of the testing appointment at a Meazure Learning test site. The candidate must reschedule his/her testing appointment by accessing Meazure Learning's online test scheduling system.
- As of the Effective Date, there is no fee associated with rescheduling from an LRP testing appointment to a Meazure Learning test site appointment. Meazure Learning reserves the right to implement a rescheduling fee with 30 calendar days' notice to NBMTM.
- In the event a candidate is rescheduling from live remote proctored testing to an international test site, the candidate must provide payment for the international testing surcharge (see Section IV) by secure e-commerce (credit card) at the time of scheduling.
- If the request is made fewer than 24 hours in advance of the testing appointment, the candidate will be considered a no-show.

### 8.16 Cancellation of an Application

If a candidate would like to cancel an exam, a written request must be emailed to the NBMTM. A 50% refund of the exam fee will be issued if the candidate has not yet scheduled an exam site, date and time. No refund of the exam fee will be issued if the candidate has scheduled an exam site, date and time. If a candidate would like to cancel an exam, you must withdraw your application in your myNBMTM Portal. NBMTM will not accept withdrawal requests by email or phone. Once your withdrawal is confirmed, you are no longer eligible for admission to the board exam. Refunds will be determined by the following.

### 8.17 Failure to Appear (No Show)

If a candidate fails to appear for an exam, they will forfeit the examination registration fees and the following policies will be enacted:

- A refund is not issued. If a candidate fails to contact Meazure Learning, or a candidate fails to report for an examination appointment, the candidate will be marked as a no-show candidate and their entire testing fee will be forfeited. If a candidate has existing eligibility remaining, they will be able to pay the re-test fee again to test. If a candidate has no eligibility remaining, they must complete a new application to test.
- The NBMTM reserves the right to request additional evidence to support a candidate's reason for failure to appear.
- Retake candidates have the remaining eligible testing windows to take the examination. If there is no remaining eligible window left, then the candidate has to reapply. When submitting a new application, candidates must satisfy.



## 8.18 Meazure Learning Sites

If a rescheduling or cancellation request is received by Meazure Learning fewer than two (2) calendar days in advance of the testing appointment, the candidate will be considered a no-show. Meazure Learning will retain the international testing surcharge (if paid at scheduling) for the testing appointment for which the candidate did not appear.

## 8.19 Live Remote Proctoring

If a rescheduling or cancellation request is received by Meazure Learning fewer than 24 hours in advance of the testing appointment, the candidate will be considered a no-show.

## 8.20 Meazure Learning Test Sites and Live Remote Proctoring

A candidate who does not appear for his/her testing appointment and has not contacted Meazure Learning to reschedule or cancel will be considered a no-show.

## 8.21 Breaks

The BCMTMS examination is split into two parts with 100 questions each. You have up to two hours to complete each part. Please note that after submitting part one of the exam for completion, you will not be able to return to part one of the examination. After completing part one of the examination, you will have the options of taking a 15-minute break or moving on to part 2 of the exam.

## 8.22 No Show Exceptions

In the following situations, and with appropriate documentation, candidates may qualify as an exemption to no-show status. The candidate must provide Meazure Learning with appropriate documentation (e.g., copy of summons, doctor's note, copy of funeral announcement) within five (5) business days of the cancellation/rescheduling request.

- Serious illness (either the candidate or an immediate family member)
- Death in the immediate family
- Disabling accident
- Court appearance
- Jury duty
- Unexpected military call-up

## 8.23 Exam Administration Security

### 8.23.1 Secure, Internet-based Test Administration at Meazure Learning Test Sites

- Meazure Learning will administer the examination in-person at Meazure Learning's internet-based testing facilities worldwide.
- At the scheduled time of the testing session, the candidate will appear at the Meazure Learning test site and Meazure Learning's test site administrators will verify the identity of each candidate prior to allowing access to the test site.
- Candidates must provide government-issued photo identification and a valid confirmation notice in order to be admitted to the test site.
- Prior to testing, candidates may review the Meazure Learning PASS tutorial, which walks the candidates through all testing engine features.
- Meazure Learning will provide trained test proctors to administer the internet-based examination. Meazure Learning proctors complete initial training and receive continuing training to maintain industry best practices. Meazure Learning monitors proctor performance through internal metrics and candidate feedback.



- Should any questions arise, proctors are instructed to contact Meazure Learning's proctor support staff for resolution of the problem. Meazure Learning's proctor support staff will be available for proctor-only assistance 24/7/365. In the event of aberrant behavior, the proctor will have the ability to end the testing session and will provide an incident report to Meazure Learning for action.
- The examination will be timed, with an optional timer displayed on each candidate's computer screen.
- Examination items will be presented to each candidate in random order with the retention of item sets, where appropriate.

### 8.23.2 Secure, Live Remote Proctored Test Administration

- Meazure Learning will administer the examination via live remote proctored, internet-based delivery.
- At the scheduled time of the testing session, the candidate will connect to the testing website, and the online proctor will lead the candidate through the process of system and identity verification and a scan of the candidate's testing environment.
- Candidates must show government-issued photo identification and a valid confirmation notice in order to access the examination.
- Prior to testing, candidates may review the Meazure Learning PASS tutorial, which walks the candidates through all testing engine features.
- During the testing session, the candidate may communicate with the proctor via the chat interface within the testing website as well as the microphone within the webcam. If directed by the proctor, or in case of technical difficulties, the candidate may telephone the proctor.
- The proctor will watch the candidate on a webcam and view the candidate's desktop throughout the testing session to monitor for unauthorized activities. The proctor will record all audio and video captured during the testing session. The proctor will have access to the candidate's computer to determine whether the candidate has any unauthorized software applications running or multiple monitors open.
- Should any questions arise online, proctors are instructed to contact Meazure Learning's proctor support staff for resolution of the problem. Meazure Learning's proctor support staff will be available for proctor-only assistance 24/7/365. In the event of aberrant behavior, the proctor will have the ability to end the testing session and will provide an incident report to Meazure Learning for action.
- The examination will be timed, with an optional timer displayed on each candidate's computer screen.
- Examination items will be presented to each candidate in random order with the retention of item sets, where appropriate.
- Candidates are allowed up to one 15-minute break between exam parts. Should the examinee leave his/her station, they will be required to perform the same check in procedures when initially sitting for the first part of the exam.
- Video of the candidate's testing session from the webcam, all audio, and system recordings will be securely stored days following the testing session.





## 9. AFTER THE EXAM

### 9.1 Report of Results

Upon completion of his/her exam, the candidate will receive their score report notification by email within 4-6 weeks following the close of the testing window. During this timeframe, scoring audits will be conducted, the passing score will be set, and the score reports will be posted in the candidate's myNBMTM Portal.

The methodology used to set the minimum passing score for each examination is a criterion-referenced method known as the Angoff method, established through a passing point study conducted by the exam committee. The committee evaluates each item to determine how many correct answers are necessary to demonstrate the knowledge required based on a previously determined practice analysis. The candidate's ability to pass the examination depends on the knowledge displayed during the examination, not on the performance of other candidates. To adjust for the differences in difficulty, a procedure called "equating" is used. The goal of equating is to ensure fairness to all candidates.

The examination is designed to provide a consistent and precise determination of the candidate's overall performance and is not designed to provide complete information regarding candidate performance in each content area. Candidates should be advised that areas with a larger number of items will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminish with fewer items, and therefore, sub-scores should be interpreted with caution, especially those that correspond to content areas with very few items.

**Note: Examination results will NOT be provided over the telephone or by facsimile by our test provider or NBMTM under any circumstances.**

### 9.2 Candidates Who Pass the Examination

If candidates pass the exam, they will be considered Board Certified by the NBMTM. They will receive a certificate Packet from the NBMTM approximately six to eight weeks after passing the exam. The certificate packet will include a letter congratulating you on your accomplishment, an employer advocacy letter, and additional information on digital badge and recertification. Candidates will also be issued a certificate and a lapel pin by the NBMTM.

Candidates who pass their examination are allowed to use the designation BCMTMS after their name for the five-year period in which their certification is valid.

### 9.3 Candidates Who Do Not Pass the Examination

Candidates who do not pass the initial certification examination must submit a re-test fee during the eligibility period.

### 9.4 Re-take Policy

Candidates who do not pass the examination are eligible to re-take it within the next scheduled testing window if they submit their re-test fee before the window registration deadline. Regarding retaking the exam, certification candidates have a 12-month period (4 testing windows) to initially sit for the exam or retake it should they fail. This 12-month testing window starts the date the initial application is submitted. Candidates failing the exam for the first time wishing to retake are allowed to do so only once during their initial 12-month period. Candidates failing the exam a second time will be required to wait a full year from the time they failed the exam to sit for the third time. Should a candidate fail the exam for a third time, he/she must again wait a full year to sit for the exam again, and so forth.



## 9.5 Scores Canceled by NBMTM

NBMTM is responsible for the integrity of the scores that are reported. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. NBMTM and Measure Learning® are committed to rectifying such discrepancies as expeditiously as possible. NBMTM may void examination results if, upon investigation, violation of its regulations is discovered.

## 9.6 Appeal Policy

Candidates cannot appeal their exam scores. They may, however, request that their exam be "hand scored" through Measure Learning for a fee. It should be noted that since the exam is computer-based the accuracy of results are consistent, and errors are most likely not to occur in delivery or computation of results.

The NBMTM is committed to assuring that aggrieved candidates for certification have access to an appeal process concerning the administration of the certification examination.

The NBMTM will allow a candidate to appeal an examination if the candidate feels the actions of the NBMTM, with regard to any part of the examination, constitute unequal application of the regulations and requirements or standards; unwarranted discrimination, prejudice or unfairness; or improper conduct of the examination.

Appeals must be made within 30 days of receiving notification of an adverse decision. Examples of adverse decisions would be application rejection or obtaining a "no show" status with our testing provider. Appeals are handled by NBMTM's Appeals Committee and may be escalated to the NBMTM Board of Directors under the discretion of the appeals committee. The appeals process may take four to six weeks.

The NBMTM will not consider appeals based on the content of an examination, the sufficiency or accuracy of answers, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.

NBMTM Exception Request/Appeal Form can be accessed at [https://www.nbmtm.org/appeal\\_form/](https://www.nbmtm.org/appeal_form/)



# 10. MAINTAINING CERTIFICATION



## 10.1 Renewal Eligibility

Maintenance of certification is required in order to maintain the BCMTMS designation.

Recertification can be obtained through meeting NBMTM's continuing education requirements. Certificants cannot sit for the exam in order to obtain recertification.

Renewal requirements run in 5-year cycles. Certification can be maintained by completing 50 RCUs (Recertification Credit Units) within each 5-year cycle. In order to recertify, after each cycle, the certificant reports on these requirements by completing a brief online form, the RCU Status Form. RCU status should be maintained through myNBMTM at nbmtm.org.

1. A current, unrestricted license is required. An unrestricted license is not currently being subjected to formal discipline by any state board of pharmacy and has no provisions or conditions that limit the pharmacist's practice in any way.
2. Completion of 50 RCUs relevant to medication therapy management over a 5-year cycle.
3. Renewal fee of \$200.

After entering their RCU activities into the RCU Status Form, the certificant should submit the completed Form to NBMTM no later than 2 months prior to the end of each 5-year cycle. The number of RCUs due will then be posted to the certificant's myNBMTM account. The earliest a certificant can submit his or her recertification application would be 1 year prior to the end date of his other 5-year cycle.

## 10.2 Renewing Lapsed/Expired Certification

If a certificant fails to renew their certification during their 5-year cycle, and later decides to once again become certified, they must meet the criteria for initial certification and reapply as a new candidate.

## 10.3 Renewal Cycle

The certification renewal cycle is five years from your certification date. In the example below, you will need to renew your certification by January 14, 2023, if you passed your initial certification date is January 15, 2018.

**Example:**

- Initial certification period: May 2018
- Recertified: December 2022
- Next 5-year recertification period: May 2023–May 2028

## 10.4 Renewal Notice Process

There is a 60-day grace period for individuals who miss the renewal deadline. Certified pharmacists may renew an expired credential by paying the initial renewal fee plus a \$50 late fee and submitting RCUs (regardless of audit status) no later than 60 calendar days after the credential's expiration date. All RCUs reported during late submissions must have been attained previously during the initial 5-year cycle. RCUs reported during the 60-day grace period are not acceptable.



Certificants who do not meet renewal requirements within the 60-day grace period will automatically be placed on inactive status and will need to retake and pass the exam again in order to become credentialed.

## 10.5 Responsibilities of the Certificant

Maintaining certification is the responsibility of the certificant. This includes being aware of his/her expiration date as well as ensuring that RCUs and fees related to recertification are submitted on-time. It is also the responsibility of the certificant to ensure that his/her contact information is maintained and up to date. This is critical in order for the certificant to be able to ensure receipt of notifications and invoices sent from NBMTM related to recertification. NBMTM will not wave expirations or late fees as a result of a certificant's failure to update his/her contact information.

## 10.6 How to Earn RCUs

Recertification activities must meet the following requirements to qualify for RCUs:

- 1. Timing:** Activities must be completed during your five-year renewal cycle.
- 2. Relevance:** At least 50 percent of the activity content must relate to the current BCMTMS™ examination content.
- 3. Documentation:** You will need to provide documentation to receive RCUs.

Please see the BCMTMS Recertification Handbook for more information by using the following link: <http://www.nbmtm.org/board-certification/recertification-handbook/>

## 10.7 RCU Form Audit

The NBMTM audits a percentage of the forms submitted each year to verify the information entered. If you are selected for audit, you will be contacted and asked to submit documentation of the information in your form (e.g., CE certificates, etc.). Once your documentation is received and approved, you will be in compliance with RCUs.

## 10.8 RCU Compliance

Individuals who do not submit the RCU Status Form when required, fail to respond to an audit of their form, or otherwise, do not meet RCU requirements are considered not in compliance with RCUs and will be reported as "Not Meeting RCU Requirements." They also cannot certify or recertify until requirements are met.





# 11. CONTENT OUTLINE

The following table identifies the proportion of questions from each domain that will appear on the examination. These percentages are used to determine the number of questions related to each domain that should appear on the multiple-choice format examination.

DOMAIN	PERCENTAGE OF ITEMS
I. Defining Medication Therapy Management and Translating Medication Therapy Management into Practice	13%
II. Pharmacotherapy	62%
III. Fundamentals of Pharmacogenomics	5%
IV. Patient Care Advocacy	13%
V. Documentation and Billing	7%

The examination for board certification in medication therapy management addresses the following subject matter. Candidates are required to demonstrate proficiency by answering examination questions that evaluate their knowledge of facts, concepts, and processes required to complete the tasks described below.

## DOMAIN ONE

### **Defining Medication Therapy Management and Translating Medication Therapy Management into Practice (13%)**

#### **TASK 1: Develop, plan, and implement MTM services**

- Apply Core Elements of the APhA/NACDS MTM service model in pharmacy practice
  - » Knowledge of
    1. Medication Therapy Review (MTR) which includes Comprehensive Medication Review (CMR) and Targeted Medication Review (TMRs)
    2. Personal Medication Record (PMR)
    3. Medication-Related Action Plan (MAP)
    4. Intervention and/or referral
    5. Documentation and follow-up
- Differentiate MTM from other Medication Management Services
  - » Knowledge of
    1. Comprehensive Medication Management (CMM)
    2. Chronic Care Management (e.g. Chronic Care Disease Management Review [CCDMR])





**TASK 2:** Identify basic Medicare provisions with MTM

- Determine CMS guidelines and Medicare Part D criteria for enrollment in MTM services
  - » Knowledge of
    1. *Management Program Guidance and Submission Instructions*
    2. *Differences between Medicare Part A, B, C, and D*
    3. *Other supplemental plans*

**TASK 3:** Apply MTM in an evolving healthcare system

- Differentiate models and approaches of MTM in practice settings
  - » Knowledge of
    1. *Hybrid MTM-DM*
    2. *Care Teams*
    3. *Required Collaboration*
    4. *Multi-Mode, Comprehensive MTM*
    5. *In-house versus contracted vendors*
    6. *Out-of-pocket*
    7. *Enhanced MTM*
    8. *Remote Patient Monitoring (RPM)*
    9. *Local community pharmacy (e.g. OutcomesMTM)*
- Improve health outcomes (e.g. HEDIS measures, Medicare star ratings)
  - » Knowledge of
    1. *HEDIS measures (e.g. gaps in care, screening, adherence, BMI)*
    2. *Medicare star ratings including impact on health plans (e.g. readmission rates)*

**TASK 4:** Evaluate and incorporate literature into clinical decision making

- Evaluate and interpret elements of clinical trial design
  - » Knowledge of
    1. *Basics of biostatistics (e.g. variables, null hypothesis, p-value)*
    2. *Clinical trial designs (e.g. double blind)*
- Assess statistical methods and analyze data presented in clinical trials
  - » Knowledge of
    1. *Black box warning*
    2. *Statistical significance*
    3. *Superiority and inferiority trials*
    4. *Post marketing surveillance data*



## DOMAIN TWO

### Pharmacotherapy (62%)

**TASK 1:** Manage cardiovascular conditions (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. Hypertension
  2. Heart failure
  3. Ischemic heart disease
  4. Arrhythmias
  5. Venous thromboembolism
  6. Stroke
  7. Dyslipidemia
  8. Peripheral arterial disease
  9. Anticoagulation
  10. Cardiovascular testing
  11. Other conditions

**TASK 2:** Manage pulmonary conditions (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. Chronic Obstructive Pulmonary Disease (COPD)
  2. Asthma
  3. Pulmonary Hypertension

**TASK 3:** Manage endocrine conditions (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. Diabetes mellitus
  2. Thyroid disorders
  3. Adrenal disorders
  4. Hormone replacement therapy
  5. Nutrition and diet management

**TASK 4:** Manage common gastrointestinal conditions (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. Gastroesophageal Reflux Disease (GERD)
  2. Peptic Ulcer Disease (PUD)
  3. Inflammatory Bowel Disease (IBD)
  4. Hepatitis diseases
  5. Cirrhosis



**TASK 5:** Manage common urologic conditions (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Erectile dysfunction*
  2. *Benign prostatic hyperplasia*
  3. *Urinary incontinence*

**TASK 6:** Manage common behavior disorders (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Major depressive disorder*
  2. *Bipolar disorder*
  3. *General anxiety*
  4. *Insomnia*
  5. *Eating disorders*
  6. *Schizophrenia*
  7. *Addictions (e.g. substance abuse, smoking)*

**TASK 7:** Manage bone and joint diseases (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Osteopenia and osteoporosis*
  2. *Rheumatoid and osteoarthritis*
  3. *Gout*

**TASK 8:** Manage obstetrics and gynecologic health (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Post-Menopausal management*
  2. *Birth control and contraceptives*
  3. *Prenatal care and pregnancy*
  4. *Other conditions*

**TASK 9:** Manage common neurological disorders (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Alzheimer's disease*
  2. *Various types of dementia*
  3. *Epilepsy*
  4. *Parkinson's disease*

**TASK 10:** Manage pain disorder (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Chronic pain*
  2. *Peripheral neuropathy*



**TASK 11:** Manage infectious disease (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Human Immunodeficiency Virus and AIDS*
  2. *Viral hepatitis*
  3. *Urinary tract infection*

**TASK 12:** Manage autoimmune diseases (e.g.counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Drug allergy*
  2. *Psoriasis*

**TASK 13:** Manage use of herbals, over-the-counter, and dietary supplements (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of supplements for anemic disorders

**TASK 14:** Manage drug interactions, polypharmacy and overprescribing

- » Knowledge of
  1. *Types of drug interactions (e.g. drug-drug, drug disease, drug-food)*
  2. *Doctor and pharmacy shopping*

**TASK 15:** Manage other chronic conditions, diseases, disorders (e.g. counseling, evaluation, medication reconciliation)

- » Knowledge of
  1. *Basics Transplant*
  2. *Chronic Kidney diseases*
  3. *Pediatrics*
  4. *Geriatrics*
  5. *Ophthalmic disorders*
  6. *Dermatological disorders*
  7. *Oncologic disorders specific to side effect management, screening, testing, and adherence*
  8. *Immunization recommendations*



## DOMAIN THREE

### Fundamentals of Pharmacogenomics (5%)

#### TASK 1: Apply fundamentals of pharmacogenomics

- Apply the fundamentals of pharmacogenomics related to the impact on therapeutic outcomes
  - » Knowledge of
    1. Biomarkers
    2. Genetic polymorphisms (e.g. CYPD enzyme, ultra rapid, intermediate, and poor metabolizers)
- Identify qualified candidates for pharmacogenomics services
  - » Knowledge of
    1. Adverse drug reaction
    2. Family history
    3. Therapeutic failures (e.g. ceiling effect)
- Incorporate the test results into the patients' medication review
  - » Knowledge of
    1. Gene related diseases
    2. Genetic testing and techniques (e.g. Genesight®, NeoGenomics®, Genelex®, Polymerase Chain Reaction [PCR])
    3. Pharmacogenomics guidelines (e.g., Guidelines from the Clinical Pharmacogenetics Implementation Consortium)
- Comply with the legal ethical aspects of pharmacogenomics
  - » Knowledge of
    1. Genetic Information Nondiscrimination Act (GINA) (Public Law 110-233)
    2. HIPPA and HIPAA Electronic Protected Health Information (ePHI)
    3. CLIA certification guidelines
    4. Ethical, Legal, Social, Implications program (ELSI)
    5. APhA Foundation on Pharmacogenomics Ethical References

#### TASK 2: Apply pharmacogenomics to chronic and acute conditions

- Asthma
- Hematology and oncology
- Cardiovascular
- Diabetes
- Infectious diseases
- HIV/AIDS
- Psychiatry
- Toxicogenomics
- Pain management
- Other



## DOMAIN FOUR

### Patient Care Advocacy (13%)

#### TASK 1: Optimize patient's adherence and reduce barriers to pharmacotherapy care.

- Examine the patient's comprehensive profile (e.g., medical and prescription history, socioeconomic state)
  - » Knowledge of
    1. Discrepancies and inaccuracies that can occur during a comprehensive medication review or targeted medication review
    2. Extraction of information
    3. Patient's concerns of medication history
    4. Sources of medication (e.g. country, organization)
- Implement approaches for assessing patient's adherence (e.g., Motivation interviewing)
  - » Knowledge of
    1. Teach back method
    2. Reminders/apps
    3. Utilization of fill history (e.g. PDMP)
    4. Screening, Brief, Intervention, and Referral to Treatment (SBIRT)
    5. Synchronization of maintenance medication
    6. 90-day delivery options
    7. Urine drug screening and naltrexone utilization
    8. Administration methods (e.g., correct use of inhalers)
    9. Storage (e.g., inhalers, eye drops)
    10. Alternate routes of drug delivery to optimize adherence
- Assess potential barriers to pharmacotherapy care
  - » Knowledge of
    1. Cultural competency related to the impact of patient care (e.g., language barriers)
    2. Pharmacoeconomic and socioeconomic implications for the patient
    3. Patient assistance programs (e.g., low income subsidy [LIS] programs, drug manufacture patient assistance programs)
    4. Patient education (e.g., misinterpreted medical information, empowerment)
    5. Other barriers (e.g., emotional and mental readiness)

#### TASK 2: Manage individualized recommendations

- Apply humanistic factors when developing MTM plan of action (e.g., patient's level of understanding, health literacy)
  - » Knowledge of
    1. Communication to individual caring for patient/ patient representative
    2. End of life decisions (e.g., power of attorney)
    3. Difficult topics (e.g., weight management, sexual education, drug addiction)
    4. Techniques aligned with patient's health literacy level (e.g., Single Item Literacy Screener [SILS])



- Communicate recommendations to other healthcare providers
  - » Knowledge of
    1. SBAR Framework with checkback strategy
    2. SOAP notes
- Evaluate patient's response to therapy
  - » Knowledge of
    1. Management of vital health signs and parameters (e.g., blood pressure, A1C, BMI)
    2. Interviewing techniques (e.g., open versus closed questions)
    3. Outcomes (e.g., emotional states, physical states)
    4. Clinical lab results (e.g., anticoagulatory, Sert syndrome, CrCl)
    5. Patient reported side effects

## DOMAIN FIVE

### Billing and Documentation (7%)

#### TASK 1: Document Medication Therapy Management Services

- Integrate standardized documentation in accordance with all legal and regulatory requirements
  - » Knowledge of
    1. Power of attorney and end of life decision review
    2. CMS guidelines for documenting MTM
- Communicate recommendations to healthcare providers
  - » Knowledge of
    1. Electronic healthcare records systems
    2. Health Level-7 (HL7) standards
- Document claims for services (method of delivery, service provided, outcome of service)
  - » Knowledge of
    1. PSBAR and SOAP
    2. Optimization of time allocated for MTM services
    3. Outreach tracking
- Review therapeutic failures to improve the quality of the medication therapy management services (e.g., claims review, medication error, medication regimen, patient safety outcomes, rehospitalizations)
  - » Knowledge of
    1. Root cause analysis
    2. Accident causation model (Swiss Cheese Effect)
    3. Failure mode and effects analysis (FMEA)



**TASK 2:** Apply billing procedures

- Comply with billing standards (e.g. CMS, Insurance)
  - » Knowledge of Medicare fraud, waste, and abuse prevention
- Recognize and use applicable billing codes (e.g., CPT, ICD-10, HCPCS)
  - » Knowledge of
    1. Billing methods (e.g., pharmacy based versus physician based billing [incident to])
    2. CPT codes for MTM
- Differentiate types of billable services (e.g., CMR, TIPS [pain management, patient adherence consultation], Immunization recommendations)
  - » Knowledge of
    1. CMR
    2. TIPS (e.g., pain management, patient adherence consultation)
    3. Immunization recommendations
    4. Remote patient monitoring
- Review pending and/or rejected claims to maintain quality assurance (e.g., DURs)
  - » Knowledge of
    1. Procedures to access rejected claims
    2. Milchak's primary care clinical pharmacy peer review data collection sheet





## 12. BCMTMS SAMPLE EXAM QUESTIONS

**Sample question 1:** Which antidepressant is approved for major depressive disorder in children and adolescent?

- A. Fluoxetine
- B. Vortioxetine
- C. Citalopram
- D. All of the above

**Answer: A**

**Sample question 2:** MT is a 45-year-old man who suffered from severe depression for many years. There has been concern about his risk of suicide. Which of the following class of antidepressants is safest for him?

- A. TCA
- B. MAOI
- C. Atypical agents
- D. SSRI

**Answer: D**

**Sample question 3:** Which is a part of the Comprehensive Medication Review (CMR), specifically designed to outline the patient's responsibility in helping to solve various identified problems?

- A. Medication Action Plan
- B. Patient Educational Inserts
- C. Manufacturer Package Inserts
- D. Comprehensive List

**Answer: A**

**Sample question 4:** While conducting a telephonic comprehensive medication review for a pharmacy benefit manager, the patient mentions that she had a liver transplant two years ago. While looking at the claims data for her Medicare Part D plan, you do not see any claims for immunosuppressants. Which of the following is most likely correct?

- A. MD discontinued the medications because it was needed for only two years.
- B. The patient has been getting the medications from Canada due to the expense.
- C. The patient was using a coupon savings card instead of her Medicare Part D card.
- D. The immunosuppressants were paid by her Medicare part B plan.

**Answer: D**

**Sample question 5:** Which of the following is NOT the AMA's (American Medical Association) position on MTM?

- A. Funds should be allocated for MTM services only if there is substantial evidence for better patient outcomes and costeffectiveness with pharmacist-led MTM.
- B. Physicians should be fully informed when their patient is in an MTM program.
- C. The physician should be kept apprised at every step if a pharmacist recommends any medication changes or counseling patient about anything beyond adherence.
- D. The pharmacist must be physically present in the physician's office when conducting a Comprehensive Medication Review (CMR).

**Answer: D**

## 13. APPENDIX

CURRENT LICENSING	Required Documents
Copy or online printout of your professional license(s) for foreign candidates ONLY	✓
PROFESSIONAL EXPERIENCE	
A completed Employment Verification Form indicating the required two years of experience in medication therapy management or direct patient care.	✓
SUBSTITUTION TO PROFESSIONAL EXPERIENCE RELATED TO MTM	
Proof of completion of APhA's Delivering Medication Therapy Management Services Certificate Training Program.	✓
Proof of completion of Power-Pak C.E.® Certificate Program in Medication Therapy Management.	✓
Proof of completion of University of Florida's graduate certificate in Comprehensive Medication Management (CMM).	✓
Proof of completion of University of Southern California's Advanced Practice Pharmacist Certificate in Comprehensive Medication Management.	✓
Proof of completion of a master's degree in Medication Therapy Management.	✓
Proof of completion of a pharmacy residency in Community Practice or Ambulatory Care.	✓
Proof of completion of University of Florida's Master's of Pharmaceutical Sciences with Concentration in Individualized Medicine.	✓
TESTING ACCOMMODATIONS (OPTIONAL)	
If you need testing accommodations, complete and submit a Request for Testing Accommodations Form.	✓



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*The* NATIONAL BOARD *of* MEDICATION  
THERAPY MANAGEMENT

The National Board of Medication Therapy Management (NBMTM) is a pharmacist-led, 501(c)(3) nonprofit and independent evaluation organization whose purpose is to advance the profession of pharmacy and empower pharmacists specifically focusing on medication therapy management (MTM). Our accountability is both to the profession of pharmacy and to the public.

NBMTM is the first and only organization to offer MTM certification to pharmacists. The mission of the NBMTM is to serve the public by improving the quality of pharmaceutical care through a valid and reliable process of certification and maintenance of certification in medication therapy management.

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