

American Association of Integrative & Pastoral Medicine/ National Commission-Apprenticeship & Certification Board of Int

REQUIREMENT FOR RELICENSURE

“Relicensure” means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.

ALL RELICENSURE APPLICANTS MUST HAVE EARNED 100-150 HOURS APPROVED CONTINUING PASTORAL MEDICAL EDUCATION CREDITS DURING THE 2015 YEAR PERIOD PRIOR TO THE APPLICATION FOR RELICENSURE.

CATEGORIES OF CONTINUING MEDICAL EDUCATION

The Board of Pastoral Medicine has established categories of approved continuing medical education. The following is a brief description of each category, the number of allowable hours that may be earned in each category during the 3-year period preceding license renewal, and examples of acceptable documentation:

Category 1 – Maximum: 100-150 hours Continuing medical activities with approved sponsorship – programs designated as Category 1 programs by a sponsor accredited by the Accreditation Council for Continuing Medical Education or a State Medical Society or Pastoral Counseling Program – **Certificate of Attendance.**

Tutorial experience – must be approved by the board before commencement of the program – **Letter from the tutor.**

Specialty board certification or recertification – 50 hours of credit may be earned only during the year in which the licensee is advised he or she passed the examination – **Certificate of Completion.**

Category 2 – Maximum: 36 hours Continuing medical activities with nonaccredited/non evidence based holistic sponsorship – the program must be submitted to the board for approval – **Certificate of Attendance.**

Category 3 – Maximum: 48 hours Tutoring pastoral medical practitioners under Category 1- **Letter from a medical mission, clinic, hospital or institution official.** teaching PM practitioners or teaching the allied health services the missions, clinic, hospital or institution must approve the teaching in an accredited apprenticeship program and the board must approve all other clinic, missions, hospital or institutional instructional programs

Category 4 – Maximum: 48 hours Books, papers, and publications – A maximum of 24 hours may be earned for preparation and initial presentation of a formal original scientific paper before a professional meeting; a maximum of 24 hours may be earned for preparation and initial publication of an original scientific article or paper, or a chapter or part of a chapter in a book authored and published in a journal or other periodical publication listed in Index Medicus – **Copy of the document presented or published with evidence of presentation or publication; i.e., meeting and agenda or publication acceptance letter.**

Exhibits – A maximum of 24 hours may be earned for preparation and initial presentation of a scientific exhibit at a professional meeting – **Copy of meeting agenda or letter from professional organization official.**

Category 5 – Maximum: 36 hours Self-assessment – A maximum of 18 hours may be earned for completion of a multimedia program approved by the board – **Licensee's signed statement describing multimedia program.** (for CEU only, not available for 100-150 hour minimum)

Self-instruction – A maximum of 18 hours may be earned for the independent reading of scientific journals listed in Index Medicus – **Licensee's signed statement describing materials read (for CEU only, not available for 100-150 hour minimum)** .

Participation on the hospital staff committee dealing with quality patient care or utilization review – A maximum of 18 hours may be earned in this subcategory – **Letter from a hospital administrator.** (for CEU only, not available for 100-150 hour minimum)

Category 6 – Maximum: 150 hours Full-time participation in a graduate training program – A maximum of 50 hours per year may be earned for satisfactorily participating in an accredited postgraduate training program with a minimum of 5 months participation per year required – **Letter from program director.**

Except the nonsupervised educational activities designated in Category 5, completion of the required continuing medical education activities must be independently verified by an official source than the licensee.

Accredited sponsors are required to provide attendance certificates which indicate program dates and number of designated Category 1 hours.

For activities requiring board approval, the licensee is responsible for obtaining the information necessary for the board to determine whether approval can be granted prior to license renewal.

RENEWAL PROCEDURES

PM licenses are renewed annually on Dec 31st. Submission of the renewal application form in 2015 certifies that the 100-150hrs requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted in 2015, unless a waiver is requested due to enrollment in 2 year plus diploma/degree training programs. Licenses can be renewed during the sixty-day grace period after completion of continuing education requirements, with the renewal fee and the additional \$50.00 late fee. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early December, but before the license expires on Dec 31. Licensees who have not been granted waivers should allow their licenses to expire. Application for Relicensure may be made upon completion of the 100-150-hour requirement within the 1 year period immediately preceding the date of the application for Relicensure.

Continuing Medical Education Waivers The NC-ACBIPM authorizes the Board of Pastoral Medicine to waive the continuing medical education requirements for a license renewal applicant if, upon written application, the board finds the failure of the licensee to attend the required board-approved courses or programs were due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers sufficient. Pursuant to this authority, the board has promulgated guidelines which set forth the policy the board will follow in granting a waiver. The guidelines provide for the following:

