Volunteer Opportunity
ACMPE Examinations Committee

Key Responsibilities:
Oversee the content of ACMPE board certification exams and the examination process.

Expected Impact and Outcome:
- The team will ensure psychometrically sound and rigorous ACMPE board certification exams.
- Review the composition of the board certification exams, systematically updating each.
- Ensure sound psychometric practices and use of the Body of Knowledge in exam practices.
- Write, review and update examination questions, as well as write quiz questions for article assessments as needed.
- Serve as examination mentors to individuals pursuing certification, as needed.
- Perform such other duties as may be assigned by the ACMPE Certification Commission.

Skills, Knowledge, and Experience Required:
- Must be a Certified Member or ACMPE Fellow.
- Ability to work effectively in a collaborative, knowledge-sharing environment.
- Wide breadth of knowledge in the profession of medical practice management and willingness to design that experience into examination items.

Term/Time Commitment/Location:
- Each committee member serves a one-year term, which may be extended for up to three years at the discretion of the Committee Chair.
- This Committee commits over 50 hours over the year to item writing, review, form approval and analysis.
- The Committee may meet via one-hour conference calls to review exam items as needed. Conference call schedule is coordinated to conform as much as possible to committee member schedules.
- The Committee will meet via conference call for trainings as needed.
- The Committee will review forms, examination data, etc., as needed via email and conference calls.
- Exam writing will be performed both virtually and face to face.
- Additional work will be completed via email, and participation in email review of exam items is mandatory.
- A face-to-face meeting will occur once or twice per year in the fall and spring.

Staff Role:
- Facilitate the creation and review of exam items and their incorporation into the board certification exams.
- Provide training to committee members about certification standards, the examination process, and effective item writing.
- When appropriate, facilitate communication of nominee concerns for review by committee.
• Communicate with the ACMPE Certification Commission on an ongoing basis regarding anything relevant to the Examination Committee activities, needs, or interests.
• Serve as volunteer’s resource for questions and concerns.
• Assist in the scheduling, preparation and follow-up of committee meetings.

Number of Volunteers requested: 6