



**Council for Medical Education
and Testing** |

CANDIDATE HANDBOOK

Advanced Practice NP/PA Certification

Effective: February 2024

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Introduction to CMET

The Council for Medical Education and Testing (CMET) is a premier credentialing organization, dedicated to advancing the field of healthcare and more specifically, wound healing. We proudly offer this certification program in wound healing for all Advanced Practice Nurses NP and Physicians Assistants PA.

Examination Structure and Philosophy

The Advanced Practice Nurses NP and Physicians Assistants PA Certification Exam is created by a group of highly respected physicians and other certified wound clinicians specifically for their peers. The exam aims to evaluate the academic and technical expertise of eligible candidates in wound healing management.

Commitment to Equality Commitment to Equality

We stand firm in our commitment to equality. CMET ensures that no candidate is discriminated against for reasons pertaining to race, age, gender, religion, and other protected categories. Our evaluation hinges solely on the published eligibility requirements.

Why Choose CMET Physician Certification?

Successful candidates may use the official Certified **Wound Healing Advanced Practice (CWHAP)** or if the candidate is a member of the **Academy of Physicians in Wound Healing, they may use Diplomate Academy of Physicians in Wound Healing Certified (DAPWHc)** designation for a duration of five years, after which recertification becomes necessary. Members of APWH must renew annually to maintain DAPWHc designation.

Key Advantages:

- Elevates professional credibility and peer recognition.
- Opens doors to enriched job opportunities.
- Demonstrated commitment to excellence in wound healing care.
- Expanded knowledge and skills in the field.
- Provides access to a supportive community of professionals.
- Enables access to advanced continuing education resources.

Eligibility

To be eligible for the CMET Advanced Practice Certification exam, candidates must meet the following criteria:

- Hold a current APRN, NP or PA state license.
- There should be no disciplinary actions against the candidate's license. Have a minimum of two years' experience in wound healing, either in private practice or a recognized Wound Care center.

Exam Preparation

Education Preparation

Candidates must complete a comprehensive, CME/CE-accredited education course that is at least 20 hours. The course should cover essential topics, such as wound assessment, wound management techniques, infection control, patient education, and ethical considerations.

Professional References

Applicants must submit two professional references who can attest to the candidate's expertise in wound healing. The references should be professionals who have directly supervised the candidate or worked closely with them professionally.

Examination Payment and Registration

Candidates must submit payment at the time of application. The exam fee covers the cost of the exam, independent proctor, and test/certification administration for (5) years. Once registered and approved for the exam, candidates will receive an email with detailed information regarding the exam process.

Fee structure

- Advanced Practice NP/PA Exam Fee: \$550.00 per attempt
- Recertification Fee: \$350.00
- Cancellation/Rescheduling Fee: \$35 managed by Prometric

Payment Methods:

Major credit cards and checks are accepted. For check payments, processing begins once the check clears. Mail checks to:

Council of Medical Education and Testing
Attention: Admissions
9059 Richard Drive
Mentor, OH 44060

Ineligibility

Applications are reviewed and approved before the candidate may schedule the exam. If a candidate is deemed ineligible before the exam is taken, the exam fee will be refunded.

Registration Steps

1. Complete the online application on the [CMET website](#).
2. Upload a copy of the education program's certificate of completion to during the application process.
3. After application approval, you will receive an email from CMET with further instructions.

4. Schedule the online or in person exam on the [Prometric website](#).

Examination Overview

The exam is a comprehensive test spanning various aspects of wound care.

Structure

- Format: 150 multiple-choice questions.
- Duration: 3 hours.
- Platform: Online or at designated Prometric centers.

Domains Covered

- Diagnosis and management
- Specific ulcer types like diabetic, venous, pressure, and ischemic ulcers
- Diabetes and other disease entities its impact on wound healing
- A-Atypical skin lesions
- Infection considerations
- Wound Healing Histology
- Medical Documentation and Legal Implications
- Burns

Certification Maintenance

Continuing Medical Education (CE/CME)

To maintain the CMET Certification, individuals must earn (7) seven accredited CE/CMEs each year. 35 during the course of certification. Supporting annual CE/CME documentation is not required at recertification, however, individuals are responsible for the safekeeping of all CME acquired during each (5) years of certification in the event of an audit.

This requirement is in addition to the activity choices in their Recertification.

Recertification

Candidates interested in maintaining their certification with CMET must recertify every 5 years and may apply up to (1) one year before the expiration date.

Regardless of the recertification path chosen, candidates must complete the recertification application, pay fees, and, if required, submit supporting documentation.

Recertification Pathway Options

By Examination

- Simply re-take and pass the CMET NP/PA Certification Exam.

Or

By Education

- No exam needed. Complete the [APWH](#) sponsored Prescribers Advanced Wound Management course.

Or

By Presentation/Publication

- Complete and submit two from any of the choices (A-D) below. Case studies, articles, lectures, and posters/abstracts are accepted. Materials must be submitted in digital format. (PDF, PPT, MP4, or other digital formats).
 - a. Case study presentation/documentation of five complex wound cases.
 - Patients must have been seen and treated within the past five years. CMET prefers the past year. (*reference appendix: Submission guidelines*).
 - b. Publication of one (1) wound care article in a peer-reviewed journal, PubMed indexed and approved by CMET.
 - c. Presentation of two lectures at two different wound care events.
 - The same lecture cannot be used twice.
 - d. Presentation of a poster or oral abstract at a wound care event.
 - If submitting two abstracts, they must be on different wound care topics such as two different treatments for infection.
 - The two abstracts can also be on the same topic if they demonstrate the continuation of primary research.

Certification Lapse Policy

Physicians must renew or apply for recertification before the due date. Failure to do so will result in the physician being considered lapsed. In some cases, a grace period of up to 90 days may be provided if arranged before the expiration. However, after the grace period, the physician must re-apply as a new candidate.

Appendix

Case Submission Guidelines

Submit a brief description of five cases to be reviewed by the CMET committee. The committee will select three of the five cases from your submission for more complete documentation. The case submissions should be those in which you were the attending physician or had a major role in managing the wound care for the patient and occurred within the past 2 years. It is preferred if most are within the past 12 months.

Case examples

Example A: A case where you provided all wound care services and related case management.

Example B: A case where you had total control of the patient and directed or provided all of the wound care but had referred to another surgeon to perform a more complex surgery.

NOTE: ALL NAMES MUST BE REMOVED FROM ALL DOCUMENTS that will be submitted to the committee. This includes the names of the physicians as well as patient names. The material, otherwise, will be returned.

Each case will be numbered one (1) through five (5).

The initial descriptions should be short 5 to 10-line paragraphs with the following information:

- a) Age of the patient, gender of the patient, chief concern regarding the type of ulcer or other non-healing wounds (E.g., diabetic neuropathic ulcer, ischemic or arterial ulcer, venous stasis ulcer, pressure injury, type of malignancy, etc.)
- b) General description of the wound (such as width, length, depth, type of underlying tissue exposed, if any, granulation tissue, percentage of Slough, degree, and type of necrotic tissue, if any, condition of the wound edges and peri-wound, etc.),
- c) Inpatient hospital or office/home management, patient condition upon discharge or final healing, or if the case is ongoing.

Do not send lab reports, x-rays, Imaging pathology reports, etc. Keep this information for your records, as it must be available if you are audited.

Each case submission should have a cover sheet that includes full name, credentials, address, city, state, zip, personal and business email, and phone number. The candidate names will not appear or be provided to those reviewing the cases.

Submit all required documents by email (SUBJECT: Recertification Physician's Name, and the number of attachments in digital format.) (WORD, EXCEL, PDF, Screenshot, or photo) to info@councilmet.org

All documents submitted for recertification should be copied and kept safe in your possession if you are audited.