

**NATIONAL ACADEMY
of
CERTIFIED CARE MANAGERS**

CMC RECERTIFICATION INSTRUCTIONS

With Recertification Form and Continuing Education Summary Form



*Striving to certify knowledgeable, experienced,
and ethical care managers*

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1. Recertification Policy and Criteria for CMC Certification

NACCM requires renewal of certification every three (3) years with a specified beginning and end date to the period of certification (period begins from date of certification, or last recertification). The recertification process ensures that the Care Manager Certified (CMC) maintains and is able to demonstrate a high level of knowledge and continued competence in care management and remains current in their care management knowledge, including with respect to new developments. Recertification ensures that consumers are protected and contributes to the professionalization of the care management field.

NACCM set the period of three-year recertification based on the likely degree and speed of change in the knowledge and skills fundamental to the principles and practices of care management. The Job Task Analysis (JTA) provides evidence of changes in the required knowledge base (e.g., technological change, changes in the law, etc.) and supports the three-year recertification cycle.

It is the responsibility of the CMC to submit the CMC Recertification Form and Continuing Education Summary Form(s) along with the recertification fee by the last day of the month of expiration. Applications received after the recertification deadline are subject to a late fee. A candidate may submit a written request along with payment for a one-time extension of six (6) months.

If certification lapses for more than six (6) months, the CMC must re-apply, meet application criteria, pay associated fees, and sit for the examination.

If a certificant chooses not to renew their CMC certification due to extenuating circumstances or retirement, the certificant may submit a request to move to the CMC-Inactive (CMC-Inactive) or CMC-Retired (CMC-Ret) status.

The purpose of the **CMC-Inactive** (CMC-Inactive) and **CMC-Retired** (CMC-Ret) status designations are to recognize years of service in caring for families and clients and to acknowledge commitment to the importance of the certification process.

See Appendix A (Section 13) for details on the CMC-Inactive (CMC-Inactive) or CMC-Retired (CMC-Ret) status.

In order to renew certification, CMCs must:

1. Adhere to the NACCM Code of Ethics and Standards of Practice.
2. Provide care management service as care manager, care manager supervisor, administrator of a care management program, or consultant to a care management program during the three-year certification period.
3. Earn a total of 45 contact hours of continuing education that meet NACCM criteria (see below) during the three (3) year certification period (approximately 15 per year).

4. Participate in ongoing professional consultation/supervision and provide documentation of continuing education on the forms provided.

If unable to meet the above continuing education criteria, the CMC may renew by examination by following the current exam application requirements and paying the examination fee.

2. Requirements for Recertification

1. Adhere to NACCM Code of Ethics and Standards of Practice:

CMCs are asked to adhere to the NACCM Code of Ethics and Standards of Practice. To review please visit www.naccm.net

2. Practice:

The CMC seeking recertification must be actively engaged in care management practice during the certification period in one or more of the following roles: direct care management practice, care manager consultation/supervision (as a leader or participant), administrator of a care management program or practice, consultant/educator regarding care management program development, professional supervision/consultation, quality assurance, or education.

The CMC's care management practice must include Content Domains and Care Manager Tasks (see Section 5).

3. Professional Supervision/Consultation:

NACCM views supervision as an ongoing process of consultation and performance appraisal for the purpose of maintaining and improving the quality of one's care management practice. Professional supervision/consultation may be conducted by professional peers, mentors, or supervisors in formal and/or informal arrangements. Activities may include face-to-face, individual, group or peer review of performance, record review or audit, case review, or client satisfaction survey/analysis. The content of professional consultation/supervision should include discussion of care management issues, ethical issues, care plan development and care management interventions, use of clinical skills, and core care manager functions. The supervision may be provided onsite, electronically, or via teleconference.

While NACCM does not require a specific number of hours per year for recertification, ongoing participation in professional supervision/consultation is required.

4. Continuing Education:

Recertification requires a minimum of 45 hours of documented continuing education during the three (3) years of certification.

Continuing education hours can be obtained either as a participant or a presenter of a program meeting NACCM criteria.

3. NACCM Acceptable Continuing Education

Continuing education content must be:

- At least one hour (60 minutes) in length.
- Related to the NACCM Content Domains and Care Manager Tasks (see Section 5). *CE content areas may include but are not limited to those listed in Section 4.*
- Presented by Certified Care Managers, licensed professionals, such as physicians, attorneys, social workers, nurses, psychologists, researchers, or other experts in the field.
- Targeted to a professional audience (does not include networking groups, support groups, community, or church groups, etc.).
- Offered in the context of a college level course, institute, seminar, workshop, conference, or in-service training.
- Accrued during the three-year certification period (approximately 15 hours per year).

While continuing education contact hours can be accrued through in-person or online events, in-person participation is encouraged whenever possible. Professional journal with a post-test and home study programs are accepted.

The following types of presentations do not meet the CE requirements stated above: marketing presentations, informational exchanges or networking activities, church groups, clubs, support groups, CNA/caregiver training, CPR training, etc.

Teaching*

CMCs may accrue continuing education hours by teaching at colleges and universities, institutes, seminars, workshops, and conferences. Verification of the content, and length (time) of the presentation must be provided. A presentation or course cannot be submitted more than once per year.

Curriculum Development*

CMCs may accrue continuing education credits for curriculum development activity, provided:

1. The course under development is at the college level; **and**
2. The course content is care management specific.

The curriculum development and course cannot be submitted for the same year and not more than once per year.

** Teaching and/or curriculum development may not exceed ten (10) contact hours per year during the certification period.*

Field Placements, Practicums, Peer Consultation/Supervision

Because of the variability of field placement requirements nationally, field placement or practicum supervision does not meet the requirements of continuing education.

Supervisory sessions, peer consultation (telephonic or in-person), or case reviews do not count as continuing education and contact hours are not earned for these activities.

Calculating Contact Hours

In calculating the 45 contact hours of continuing education, the following guidelines apply:

- 1 contact hour = 60 minutes of classroom time
- 1 academic semester credit course = 15 contact hours

Introductory and closing remarks, business meetings, exhibits, networking meetings, support groups, breaks, meals, receptions, etc., will not be included in the computation of contact hours.

Proof of attendance

It is the responsibility of the CMC to maintain CE certificates or proof of participation on file. Submission of CE Certificates with recertification is not required for courses that are pre-approved by NACCM. Certificates are required for those courses that are not pre-approved by NACCM.

CMC must keep all documentation on file for three (3) years following submission of the recertification. NACCM reserves the right to conduct random audits to verify professional continuing education at any time during the certification period for which the recertification is requested.

Any one of the following are accepted forms of proof of attendance at or participation in an educational activity:

1. A copy of an official continuing education certificate or certificate of attendance that includes the CMC's name, the name, location and date of the program, the number of contact hours earned, and the name of the presenter or sponsoring organization.
2. The program agenda or syllabus, with the presenter's name and credentials, the content or course objectives, location, dates, total number of hours attended, and the CMC's name.
3. A letter on the sponsoring organization's letterhead, giving the name of the program, presenter's name and credentials, content, location, dates, total number of hours attended, and the CMC's name.

4. A formal course transcript from an educational institution that includes CMC's name and passing grade(s).
5. A letter or other documentation verifying the teaching or curriculum activities, giving the CMC's name, program location, dates, subject taught, and total number of hours of instruction or curriculum development.

4. Sample Continuing Education Topics

Acceptable topics include but are not limited to the following:

- human development, personality, behavior, systems, family, change, adult learning, and crisis theory
- conflict resolution techniques
- time management techniques
- motivational techniques
- negotiation and mediation strategies
- problem solving techniques
- interpersonal relations
- communication techniques
- teaching and coaching techniques
- outcome measurement and quality assurance practices
- applicable standards of practice and ethical guidelines
- HIPAA
- informed consent
- professional liability
- legal and ethical issues
- appropriate record keeping and documentation
- writing goals that are specific, measurable, agreed upon, realistic, and time limited
- Reimbursement mechanisms such as health insurance, supplemental insurance, long-term care insurance, etc.
- entitlement programs such as Medicare and Medicaid, Veterans' Administration, SSD, SSI, and their eligibility requirements
- options for financing care such as reverse mortgages, equity loans, annuities
- health issues for individuals with chronic health concerns or disabilities
- techniques for administering and interpreting of structured cognitive screening tools (orientation, memory, and judgment), and behavioral, emotional, and life satisfaction assessment tools
- common medications relating to individuals with chronic health concerns or disabilities
- impact of diversity in areas such as culture, religion, ethnicity, gender, sexual orientation, and socioeconomic status on behavior, perceptions and value systems that relate to health care
- abuse, neglect, and exploitation issues

Topics not accepted include marketing and business topics, organization specific procedures or protocols, software training (e.g., MS Suite, Care Management software, etc.), use of electronics (e.g., phones, laptops, etc.), CPR, organizational meetings, and award ceremonies. This list is not all inclusive.

5. NACCM Content Domains and Care Manager Tasks

Domain I. Assess and identify client strengths, needs, concerns, and preferences

1. Screen a potential client for care management needs to determine the appropriateness of and eligibility for services.
2. Ensure informed consent and appropriate disclosures [e.g., explain to the client/responsible party the role of the care manager, the scope of services provided, costs (if any) for care management services, and the client's/responsible party's rights and responsibilities].
3. Conduct a comprehensive biopsychosocial and environmental assessment of the client which includes their formal and informal support system and may include the use of standardized assessment tools (e.g., medical, psychological, functional, financial, safety, legal, and social issues).
4. Assess the client's ability to participate in developing the care plan and identify alternative decision makers if client has limited ability or lacks decisional capacity.
5. Collect additional data by contacting relevant sources [e.g., physician(s), other care providers, and social support systems] in order to validate and expand the information obtained.
6. Synthesize and interpret the assessment data.

Domain II. Establish goals and a plan of care

1. Collaborate with client/responsible party and support system to identify potential areas for intervention, prioritize the identified concerns, and develop mutually agreed upon goals.
2. Identify options and resources that address the areas identified for intervention and provide appropriate information and referrals.
3. Discuss with the client/responsible party the advantages, disadvantages, and costs of available/appropriate options and resources.
4. Develop and prioritize action steps with the client/responsible party in order to achieve the agreed upon care plan goals.
5. Develop a timeline for implementation of the care plan.

Domain III. Initiate, manage and monitor ongoing execution and outcomes of care plan

1. Coordinate services and interventions.
2. Communicate goals of the care plan with the client's support system.
3. Monitor service delivery and intervention(s).
4. Perform periodic reassessments of client and progress towards goal achievement and modify

the care plan based on this information as appropriate.

5. Evaluate client satisfaction with services.
6. Develop a process for termination of services.

Domain IV. Promote and maintain professional standards in care management and in business practices

1. Promote client autonomy and right to self-determination.
2. Recognize and respect diversity with respect to factors such as culture, religion, race, ethnicity, national origin, age, disability, gender, gender identity, sexual orientation, and socioeconomic status, to uphold client's value system, preferences, and choices.
3. Adhere to the NACCM Standards of Practice and Code of Ethics.
4. Identify and work to resolve ethical dilemmas using consultation and supervision when appropriate.
5. Document professionally relevant information about the client/client system (e.g., assessments, care plans, services and the supports provided, communications with the client and other parties, referrals made, reasons for the termination of services).
6. Participate in peer review and/or clinical supervision as appropriate.
7. Effectively manage a care management practice/program when in a supervisory/leadership role (e.g., providing effective supervision of staff, providing opportunities for staff development, addressing risk management issues, effectively evaluating business/financial metrics, appropriately securing confidential information, and adhering to all applicable laws and regulations).
8. Evaluate service quality and effectiveness.

Content domains and care manager tasks were reviewed, updated, and approved by the Board of Directors on April 29, 2022.

6. Application Instructions

- Complete the CMC Recertification Form
- Complete the Continuing Education Summary Form and documentation as required
- Submit payment and any applicable late fees

Please note that incomplete applications will delay processing of your recertification and potentially interrupt your period of certification.

Please mail, fax, or email the completed recertification forms along with payment to:

NACCM, 3275 W. Ina Road, Suite 130, Tucson, AZ 85741, fax 520.325.7925, email aschachter@naccm.net

Payment may be submitted by check with the application or paid online through PayPal at www.naccm.net.

7. Recertification Fees

The following fees apply:

CMC recertification fee	\$215
CMC-Inactive fee	\$75
CMC-Retired fee	\$75
*Late fee up to 90 days	\$75
*Six-month extension fee (must be requested in writing)	\$100

**Late and extension fees are in addition to the recertification fee & non-refundable*

For **recertification by examination**, current exam application requirements exam fees will apply.

8. Refunds

If an applicant is found ineligible for recertification or withdraws their recertification application for any reason, the fee will be refunded less a \$75 processing fee.

9. Audit of Recertification Applications

To ensure conformity to the eligibility criteria, NACCM will audit five percent (5%) of the recertification applications submitted. NACCM will review the applications to verify that all supervision, continuing education, and other criteria have been met. If there are deficiencies found in the application, NACCM will work with applicant to obtain more information and resolve. If the issue cannot be resolved, the matter will be reviewed by the NACCM Board of Directors, who will make the final determination as to resolution.

10. Failure to Meet Recertification Criteria

Failure to fulfill the continuing education requirement by the recertification date renders the certification in suspension. All rights granted by NACCM are null and void until the requirement is fulfilled and a non-refundable late recertification fee is paid. The applicant has six (6) months from the date on the certificate to be reinstated. If not renewed within the six-month grace period, certification expires.

If the CMC cannot meet the practice and continuing education requirements for recertification, or if certification expires, the CMC must reapply for certification. This includes submitting the application and associated fees and sitting for and passing the certification examination.

11. Disciplinary Policy

NACCM is a certifying body that employs the use of a practice-related exam to determine that individuals who use the designation Care Manager Certified meet a minimum standard of experience and knowledge. This is done in an effort to protect consumers and contribute to the professionalization of the care management field.

Consistent with other certifying bodies, NACCM strives to promote and maintain the highest standards of service and conduct for all persons it has recognized and certified to use its certification mark of CMC. Implied in the use of this mark, individuals are expected to comply with:

All laws and requirements that govern their primary profession (when there is one, such as social work, nursing, psychology, etc);

Code of Ethics and Standards of Practice of NACCM as well as all professional associations to which they belong related to care management service provision;

And to act in an ethical and professionally responsible manner toward clients, payers, and others who engage services or partner with the Care Manager Certified (CMC).

Misconduct leading to revocation of the CMC consists of:

1. Falsification of any information in the certification application or recertification process;
2. Any irregularities in relationship to the testing process;
3. Failure to maintain any eligibility requirements;
4. Misrepresentation or misuse of certification status;
5. Failure to pay initial or recertification fees;
6. Revocation of a license in a primary profession;
7. Actions that lead to limitations or sanctions imposed by another professional organization/association;
8. Any illegal practices;
9. Gross negligence or willful misconduct in the performance of professional services based on demonstrable, substantive violations of the Code of Ethics or Standards of Practice resulting in material harm.

NACCM reserves the right to revoke the certification of any individual who is found and determined by its internal processes to violate any of the above and to publish certification revocations.

12. Complaints and Discipline

Complaints regarding possible misconduct by a CMC, including violations of the Code of Ethics or Standards of Practice, must be submitted in writing to the NACCM CEO. Complaints must identify the misconduct as itemized above.

1. Complaints will undergo an administrative review by the NACCM CEO, President, and legal counsel within 30 days of receipt to determine if the alleged misconduct falls within the scope of disciplinary policy and warrants investigation.
2. If it is determined that the complaint properly alleges one or more grounds for disciplinary action and warrants investigation, then the President will designate a task force to investigate and make a determination regarding the complaint.
3. The accused CMC will be notified of the complaint, provided a copy of the complaint, and given an opportunity to formally and in writing admit to or refute the accusations.
4. The investigation may require procuring additional materials and interviews with relevant people.
5. If it is determined by the task force that the CMC engaged in misconduct and disciplinary action is warranted, the consequences can range from a letter of reprimand; requiring the accused to complete an educational course on ethics; suspension of CMC status for a fixed period; or revocation of CMC status.

6. Every effort will be made to reach a decision in a timely manner; however, extended time may be needed to ensure full due process.

7. NACCM may defer action or decision on a complaint if the same or substantially the same allegations are being addressed by another appropriate body or by a court or governmental regulator.

8. An adverse finding and/or disciplinary action may be appealed by the CMC to the full Board of Directors.

9. NACCM may notify interested persons and organizations of suspensions and revocations.

13. Appendix A: CMC-Inactive Status and CMC-Retired Status

CRITERIA FOR CMC-INACTIVE STATUS

The CMC-Inactive status recognizes certificants who choose not to recertify due to extenuating circumstances including illness, disability, pregnancy/child rearing, career change, or choice.

Eligibility Criteria

1. The certificant must have held the CMC certification and been working in the field of Care Management for a full three-year period to be eligible.
2. The certificant must submit recertification form indicating they would like to move to inactive status prior to the current certification expiration date or applicable late fees will apply. The certificant has six (6) months from their certification expiration date to submit form requesting inactive status along with fees and applicable late fees. If not submitted within the six-month period, certification expires. If the CMC expires, the CMC must reapply for certification. This includes submitting the application and associated fees, sitting for, and passing the certification examination.
3. The certificant must submit the required CEs for current recertification period along with the recertification form indicating status change. If there are extenuating circumstances that do not allow these criteria, they will be addressed on an individual basis.
4. The recertification form will include an attestation that certificant will not be providing Care Management services while holding CMC-inactive status and will reactivate their CMC status should they choose to provide Care Management services or consulting.
5. The certificant must be leaving the active work of Care Management in good standing and without existing grounds for revocation of CMC status.

Recertification Process and Fees

1. The certificant must submit the recertification form indicating they would like to move to CMC-Inactive status.
2. A fee of \$75 will apply per recertification period to maintain inactive status along with any late fees.
3. The CMC-Inactive designation is renewable every three years for a total of nine years or three periods.

Benefits and Privileges

1. Individuals granted the CMC-Inactive status may use the CMC-Inactive designation on their resume but cannot include the CMC-Inactive credential after a signature.
2. CMC-Inactive certificants will continue to receive NACCM e-newsletters, CMC discounts, and have access to the NACCM social media platforms LinkedIn, Facebook, and Twitter.

REACTIVATION REQUIREMENTS FOR CMC-INACTIVE STATUS

To reactivate the CMC credential, a certificant holding the CMC-Inactive status is required to submit the following:

1. A completed reactivation form along with current recertification fees.
2. 15 CE contact hours for each year of inactivity.

Retaking of the certification exam is required to regain active certification status after three recertification periods.

CRITERIA FOR CMC-RETIRED STATUS

The CMC-Retired (CMC-Ret) status is for those who have a continued interest in maintaining a professional credential despite their decision to retire from active practice.

Eligibility Criteria

1. The certificant must have held the CMC certification and been working in the field of Care Management for a minimum of a six-year period to be eligible.
2. The certificant must submit recertification form indicating they would like to move to retired status prior to their current certification expiration date or applicable late fees will apply. The certificant has six (6) months from their certification expiration date to submit from requesting retirement status along with fees and applicable late fees. If not submitted within the six-month period, certification expires. If the CMC expires, the CMC must reapply for certification. This includes submitting the application and associated fees, sitting for, and passing the certification examination.
3. The certificant must be retiring from active care management practice and must reactivate their CMC status should they choose to provide Care Management services or consulting.
4. The certificant must have retired with their certification in good standing, without existing grounds for revocation of CMC status.

Recertification Process and Fees

1. The certificant must submit the recertification form indicating they would like to move to CMC-Retired status.
2. A fee of \$75 will apply per recertification period to maintain CMC-Ret status along with any late fees.
3. The CMC-Retired designation is renewable every three years.

Benefits and Privileges

1. Individuals granted retired status may use the CMC-Ret designation.
2. CMC-Ret's will continue to receive NACCM e-newsletters, CMC discounts, and have access to the NACCM social media platforms including LinkedIn, Facebook, and Twitter.
3. CMC-Ret's are NOT required to collect and submit the 45 CE credits per recertification period to maintain retirement status.

REACTIVATION REQUIREMENTS FOR CMC-RETIRED STATUS

To reactivate the CMC credential, a certificant holding the CMC retired status is required to submit the following:

1. A completed reactivation form and current recertification fees.
2. 15 eligible CE contact hours must be submitted for each year of retirement status.

Retaking of the certification exam is required to regain active certification status after three recertification periods.



NATIONAL ACADEMY OF CERTIFIED CARE MANAGERS

CMC RECERTIFICATION FORM

This form must be completed and returned to the National Academy of Certified Care Managers with the completed Continuing Education Summary Form and the recertification fee(s).

Please print clearly or type in the form fields.

Current Cert. Dates:		Certificate #	
CMC Name		CMC Email	
CMC Work Phone		Alt Phone	
CMC Home Address			
CMC Alt Email			
Employer		Position/Title	
Dates of Employment			
Employer Address			
Are you a current member of the Aging Life Care Association® (ALCA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently employed in the field of Care Management? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been employed in the field of Care Management during this certification period? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			
I would like to renew my CMC Certification <input type="checkbox"/> Yes <input type="checkbox"/> No I would like to change my certification designation to: CMC- Inactive Status <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: CMC- Retired Status <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			

Description of Responsibilities:

1. Indicate the role(s) you perform as a care manager:

- Direct Care Management (as defined in recertification handbook)
- Care Manager Consultation/Supervision (as a leader or participant)
- Administrator/Supervisor of Care Management Program/Practice
- Consultant to Care Management Programs/Agencies or Educator (program development, supervision, quality assurance, CM training, etc.)

2. Check the content domains that include the care management functions performed related to the role(s) listed above (check all that apply).

- Domain I. Assess and identify client strengths, needs, concerns, and preferences
- Domain II. Establish goals and a plan of care
- Domain III. Initiate, manage, and monitor ongoing execution and outcomes of care plan
- Domain IV. Promote and maintain professional standards in care management and in business practices

Supervision / Consultation

While NACCM does not require a specific number of hours per year of professional supervision / consultation, ongoing participation is required for certification recertification.

I participated in regular professional supervision / consultation with my clinical supervisor and/or peers during my certification period. Yes No

Code of Ethics and Standards of Practice

I have read and agree to adhere to the NACCM Code of Ethics and Standards of Practice at www.naccm.net

Attestation for CMC Inactive and Retired Status Only

By submitting this form, I hereby certify that:

I will not be providing care management services while holding the Inactive and or Retired Status.

I will reactivate my certification should I choose to provide care management services.

Attestation to Accurate Reporting

By submitting this form, I hereby certify that:

all information provided to NACCM, including attachments, are accurate, truthful, and complete.

I understand that it is my responsibility to maintain appropriate documentation which verifies the stated practice, continuing education, and supervision/consultation.

NACCM, at its sole discretion, has the right to audit this documentation. I understand that false or misleading information on this form, whether by inclusion or omission, will result in the revocation of certification.

Signature		Date	
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(Electronic signature is acceptable. By submitting this form, you are certifying that all information provided, including attachments, are accurate, truthful and complete.)



NACCM Continuing Education Summary Form

Certificant's Name		Certification Period		
Date(s)	Title of Program/Organization	Domain(s) covered (Check all that apply)	CE Approval Status	Contact Hours
	<i>Title of Program</i> <i>Organization</i> <input type="checkbox"/> I attended this course <input type="checkbox"/> I developed this course curriculum* <input type="checkbox"/> I taught this course*	<input type="checkbox"/> Domain I. Assess and identify client strengths, needs, concerns, and preferences <input type="checkbox"/> Domain II. Establish goals and a plan of care <input type="checkbox"/> Domain III. Initiate, manage, and monitor ongoing execution and outcomes of care plan. <input type="checkbox"/> Domain IV. Promote and maintain professional standards in care management and in business practices	Was this event pre-approved for NACCM CEs?*** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter NACCM event approval # here:	
	<i>Title of Program</i> <i>Organization</i> <input type="checkbox"/> I attended this course <input type="checkbox"/> I developed this course curriculum* <input type="checkbox"/> I taught this course*	<input type="checkbox"/> Domain I. Assess and identify client strengths, needs, concerns, and preferences <input type="checkbox"/> Domain II. Establish goals and a plan of care <input type="checkbox"/> Domain III. Initiate, manage, and monitor ongoing execution and outcomes of care plan. <input type="checkbox"/> Domain IV. Promote and maintain professional standards in care management and in business practices	Was this event pre-approved for NACCM CEs?*** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter NACCM event approval # here:	
	<i>Title of Program</i> <i>Organization</i> <input type="checkbox"/> I attended this course <input type="checkbox"/> I developed this course curriculum* <input type="checkbox"/> I taught this course*	<input type="checkbox"/> Domain I. Assess and identify client strengths, needs, concerns, and preferences <input type="checkbox"/> Domain II. Establish goals and a plan of care <input type="checkbox"/> Domain III. Initiate, manage, and monitor ongoing execution and outcomes of care plan. <input type="checkbox"/> Domain IV. Promote and maintain professional standards in care management and in business practices	Was this event pre-approved for NACCM CEs?*** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter NACCM event approval # here:	
	<i>Title of Program</i> <i>Organization</i> <input type="checkbox"/> I attended this course <input type="checkbox"/> I developed this course curriculum* <input type="checkbox"/> I taught this course*	<input type="checkbox"/> Domain I. Assess and identify client strengths, needs, concerns, and preferences <input type="checkbox"/> Domain II. Establish goals and a plan of care <input type="checkbox"/> Domain III. Initiate, manage, and monitor ongoing execution and outcomes of care plan. <input type="checkbox"/> Domain IV. Promote and maintain professional standards in care management and in business practices	Was this event pre-approved for NACCM CEs?*** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter NACCM event approval # here:	
	<i>Title of Program</i> <i>Organization</i> <input type="checkbox"/> I attended this course <input type="checkbox"/> I developed this course curriculum* <input type="checkbox"/> I taught this course*	<input type="checkbox"/> Domain I. Assess and identify client strengths, needs, concerns, and preferences <input type="checkbox"/> Domain II. Establish goals and a plan of care <input type="checkbox"/> Domain III. Initiate, manage, and monitor ongoing execution and outcomes of care plan. <input type="checkbox"/> Domain IV. Promote and maintain professional standards in care management and in business practices	Was this event pre-approved for NACCM CEs?*** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter NACCM event approval # here:	
			TOTAL HOURS	

* Teaching and/or curriculum development may not exceed ten (10) contact hours per year during the certification period.

***If course was **not** pre-approved by NACCM, you must submit a copy of your certificate. If the course was pre-approved by NACCM, please provide the approval # in the field provided. All documentation must be kept by the CMC for three (3) years following submission of the renewal. NACCM reserves the right to conduct random audits to verify professional continuing education at any time during the certification period for which the renewal is requested.