



**ADMINISTRATORS
IN MEDICINE**

NATIONAL ORGANIZATION FOR STATE MEDICAL AND OSTEOPATHIC BOARD EXECUTIVES

1500 Sunday Drive, Ste 102 • Raleigh, NC 27607 • 919-573-5445 • Fax 919-787-4916

AIM CMBE APPLICATION COVER LETTER

Dear AIM CMBE Institute Candidate:

Thank you for inquiring about the CMBE Certification or Re-Certification process.

The initial CMBE Certification general qualifications are as follows:

1. Associate Degree or higher
2. Attend an AIM Executive Academy or New Executive Orientation
2. Experience Requirements:
 - a) 7 years experience with an associate's degree
 - b) 5 years experience with a bachelor's degree
 - c) 3 years experience with a master's or higher
3. Executives must perform three out of the following five job functions:
 - a) Budget development
 - b) Policy level decision making
 - c) Direct accountability to the board
 - d) Personnel management
 - e) Legislative work

The Re-Certification requirements are as follows:

1. Certified Medical Board Executive certificate
2. Five (5) years since the initial or last recertification.
3. Number of Continuing Education Points: Fifteen (15) over the previous five year period.

The application is available on the AIM website: www.administratorsinmedicine.org. The deadline to submit your application is September 19, 2016.

Upon reviewing your application and verification of your qualifications, we will approve you to register for the **AIM CMBE INSTITUTE** in Minneapolis, Minnesota on October 26 and 27.

The fee is \$300 dollars. Payment can be made online during registration, or a check can be mailed to this address: **AIM, 1500 Sunday Dr, Ste. 102, Raleigh, NC 27606.**

Please contact aim@docboard.org with any questions, and thank you for your interest in the institute.

Lyle Kelsey, CMBE Committee Chair
Administrators in Medicine