

DISTRICT OF
COLUMBIA
MUNICIPAL
REGULATIONS
for
PODIATRY

CHAPTER 68 PODIATRY

Secs.

- 6800 General Provisions
- 6801 Terms of License
- 6802 Educational Requirements
- 6803 **[Reserved]**
- 6804 National Examination
- 6805 **[Reserved]**
- 6806 Continuing Education Requirements
- 6807 Approved Continuing Education Programs and Activities
- 6808 Continuing Education
- 6809 **[Reserved]**
- 6899 Definitions
- 6810 Podiatrist's Profile

6800 GENERAL PROVISIONS

- 6800.1 This chapter shall apply to applicants for and holders of a license to practice podiatry.
- 6800.2 Chapters 40 (Health Occupations: General Rules) and 41 (Health Occupations: Administrative Procedures) of this title shall supplement this chapter.

6801 TERM OF LICENSE

- 6801.1 Subject to § 6801.2, a license issued pursuant to this chapter shall expire at 12:00 midnight of March 31st of each even-numbered year.
- 6801.2 If the Director changes the renewal system pursuant to § 4006.3 of chapter 40 of this title, a license issued pursuant to this chapter shall expire at 12:00 midnight of the last day of the month of the birthdate of the holder of the license, or other date established by the Director.

6802 EDUCATIONAL REQUIREMENTS

- 6802.1 Except as otherwise provided in this subtitle, an applicant shall furnish proof satisfactory to the Board that the applicant has successfully completed an

educational program in the practice of podiatry at an institution accredited by the Council on Podiatric Medical Education (CPME) at the time the applicant graduated, in accordance with § 504(i) of the Act, D.C. Official Code § 3-1205.04(1) (2006 Supp).

6802.2 An applicant shall submit a certified transcript of the applicant's educational record(s) and an official certificate of graduation from the educational institution to the Board with the completed application.

6803 [RESERVED]

6804 NATIONAL EXAMINATION

6804.1 To qualify for a license by examination, an applicant shall satisfy the following requirements in the order listed:

- (a) Graduate from a college of podiatric medicine that is accredited by the American Podiatric Medical Association's Council on Podiatric Education;
- (b) Receive a passing score on the American Podiatric Medical Licensing Examination (APMLE) part 3 with a passing score as set by the District of Columbia Board of Podiatry.
- (c) Submit certified scores, validated by the Board of Podiatric Medical Examiners, along with a completed application; and
- (d) Complete a residency program which has been accredited by the Council on Podiatric Education.

6805 [RESERVED]

6806 CONTINUING EDUCATION REQUIREMENTS

6806.1 Subject to § 6806.2, this section shall apply to applicants for the renewal, reactivation, or reinstatement of a license for a term expiring March 31, 1992, and for subsequent terms.

- 6806.2 This section shall not apply to applicants for an initial license by examination, reciprocity, or endorsement, not shall it apply to applicants for the first renewal of a license granted by examination.
- 6806.3 A continuing education credit shall be valid only if it is part of a program or activity approved by the Board in accordance with § 6807.
- 6806.4 An applicant for renewal of a license shall submit proof pursuant to § 6806.7 of having completed fifty (50) hours of approved continuing education credit during the two (2) year period preceding the date the license expires. Twenty five (25) of the fifty (50) required continuing education credit may be completed on line. Such proof shall be submitted within ten (10) days after it is requested by the Board.
- 6806.5 To qualify for a license, a person in inactive status within the meaning of § 511 of the Act, D.C. Official Code § 3-1205.11 (2001), who submits an application to reactivate a license shall submit proof pursuant to § 6806.7 of having completed fifteen (15) hours of approved continuing education credit for each license year after March 31, 1990, that the applicant was in inactive status, up to a maximum of seventy-five (75) hours.
- 6806.6 To qualify for a license, an applicant for reinstatement of a license shall submit proof pursuant to § 6806.7 of having completed twenty-five (25) hours of approved continuing education credit for each year after March 31, 1990, that the applicant was not licensed, up to a maximum of one hundred twenty-five (125) hours education credits by submitting with the application the following information with respect to each program:
- (a) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
 - (b) The dates on which the applicant attended the program;
 - (c) The hours of credit claimed; and
 - (d) Verification by the sponsor of completion, by signature or stamp.
- 6806.8 An applicant for renewal of a license who fails to submit proof of having completed continuing education requirements by the date the license expires may

- 6806.9 Upon submitting proof of paying the late fee, the applicants shall be deemed to have possessed a valid license during the period between the expiration of the license and the submission of the required documentation and payment of the late fee.
- 6806.10 If an applicant for renewal of a license fails to submit proof of completion of continuing education requirements or pay the late fee within sixty (60) days after the expiration of applicant's license, the license shall be considered to have lapsed on the date of expiration.
- 6806.11 The Board may, in its discretion, grant an extension of the sixty (60) day period to renew after expiration if the applicant's failure to submit proof of completion was for good cause. For the purposes of this section, "good cause" includes the following:
- (a) Serious and protracted illness of the applicant; or
 - (b) The death or serious and protracted illness of a member of the applicant's immediate family.
- 6806.12 The Board shall conduct a random audit of ten (10) percent of licensees to determine compliance with the continuing education requirements. The licensee shall submit proof of compliance with the continuing education requirements within thirty (30) days after it is requested by the Board.

6807 APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES

- 6807.1 The Board may, in its discretion, approve continuing education program and activities that contribute to the growth of a licensee in professional competence in the practice of podiatry which meet the other requirements of this section. In order to be approved by the Board, a continuing education program or activity shall contribute directly to the professional competence of the licensee.
- 6807.2 The Board may approve the following types of continuing education programs, if the program meets the requirements of § 6807.3:
- (a) A seminar or workshop;
 - (b) An educational program given at a conference; and
 - (c) In-service training.

- 6807.3 To qualify for approval by the Board, a continuing education program shall:
- (a) Be current in its professional subject matter;
 - (b) Be developed and taught by qualified individuals; and
 - (c) (1) Be administered or pre-approved by the Council on Podiatric Medical Education; or

(2) Be submitted by the program sponsor to the Board for approval no fewer than sixty (60) days before the date of presentation.
- 6807.4 Pursuant to § 6807.3, a course agenda for a continuing education program shall be submitted by the licensee for approval by the Board no fewer than thirty (30) days before the date the course begins.
- 6807.5 The Board may issue an update a list of approved continuing education programs.
- 6807.6 An applicant shall have the burden of verifying whether a program is approved by the Board pursuant to this section prior to attending the program.
- 6807.7 In accordance with § 6807.1, no credit shall be given for business, practice management, or Internet technology seminars or courses.

6808 CONTINUING EDUCATION CREDIT

- 6808.1 Board may grant continuing education credit for whole hours only, with minimum of fifty (50) minutes constituting one (1) credit hour.

6809 [RESERVED]

6810 PODIATRIST'S PROFILE

- 6810.1 An applicant for an initial license or renewal of a license to practice podiatry shall provide to the Board of Podiatry the following information within thirty (30) days from the date of the initial application or renewal or, change in the following information:
- (a) The address and telephone number of the primary practice setting and all secondary practice settings with the percentage of time spent at each location;

- (b) The names of schools of podiatry and graduate podiatric education programs attended with dates of graduation or completion of training;
- (c) The names and dates of specialty Board certification, if any, as approved by the American Podiatry Association, the American Podiatric Medical Association, the American Association of Colleges of Podiatric Medicine, or the American Academy of Podiatric Sports Medicine;
- (d) The number of years in active, clinical practice in the United States or Canada following completion of podiatric training and the number of years, if any, in active, clinical practice outside the United States or Canada;
- (e) The area of specialty, if any, in which the podiatrist practices;
- (f) The names of hospitals with which the podiatrist is affiliated;
- (g) Appointments, if applicable, within the past ten (10) years to podiatric school faculties with the years of service and academic rank;
- (h) Publications, not to exceed ten (10) in number, in peer-reviewed literature within the most recent five-year period, to be supplied at the physician's discretion;
- (i) Access, if any, to translating services for non-English speaking patients at the primary and secondary practice setting and which, if any, foreign languages are spoken in the practice;
- (j) Whether the podiatrist participates in the District Medicaid and Medicare programs and whether he or she is accepting new Medicaid and Medicare patients, or D.C. Health Alliance;
- (k) The names of insurances accepted by the podiatrist, to be supplied at the podiatrist's discretion;

- (l) Information on misdemeanor and felony convictions including the date(s) of the conviction, the nature of the conviction, the jurisdiction in which the conviction occurred, and the sentence imposed, if any;
- (j) Whether the podiatrist participates in the District Medicaid and Medicare programs and whether he or she is accepting new Medicaid and Medicare patients, or D.C. Health Alliance;
- (k) The names of insurances accepted by the podiatrist, to be supplied at the podiatrist's discretion;
- (l) Information on misdemeanor and felony convictions including the date(s) of the conviction, the nature of the conviction, the jurisdiction in which the conviction occurred, and the sentence imposed, if any;
- (m) Within the last ten (10) years, final orders of any regulatory board of another jurisdiction that resulted in the denial, probation, revocation, suspension, or restriction of any license or that resulted in the reprimand or censure of any licensure, fines imposed, or the voluntary surrender of a license while under investigation in a jurisdiction other than the District of Columbia, restriction or termination of privileges at a healthcare facility as a result of peer review action, as well as any disciplinary action taken by a federal health institution or federal agency; and
- (n) The date, amount, and description of any malpractice settlement amount or payout resulting from a judgment made within the last ten (10) years.

6811 CARDIOPULMONARY RESUSCITATION CERTIFICATION REQUIREMENT

6811.1 For each licensure period beginning on or after April 1, 2012, an applicant for initial licensure or for renewal, reactivation, or reinstatement of a license shall be certified in cardiopulmonary resuscitation (CPR) by successfully completing an authorized course.

6811.2 An approved CPR certification or recertification course shall be eligible for a maximum of three (3) continuing education credit hours.

6811.3 Board-approved sponsors for CPR training include, but are not limited to:

- (a) The American Red Cross;
- (b) The American Heart Association;
- (c) The American Safety and Health Institute; and
- (d) Ursus Lifesavers and Aquatics.

6812 HEALTH CARE RECORDS

6811.2 An approved CPR certification or recertification course shall be eligible for a maximum of three (3) continuing education credit hours.

6812.1 A podiatrist shall maintain accurate, detailed, legible, and organized health care records documenting all information collected pertaining to a patient's health status.

6812.2 A podiatrist shall not erase, alter, or conceal information in a patient's health care records.

6812.3 A podiatrist shall initial and date any correction made to a patient's health care record in the corresponding margin and shall maintain the legibility of any information that has been corrected.

6812.4 A podiatrist shall release, within twenty-one (21) days after receipt of a request, a copy of a patient's health care records when the request is made by:

- (a) The patient; or
- (b) The legal representative or guardian of a patient or person authorized to have access to the patient's record under a health care power of attorney.

6812.5 A podiatrist may charge a reasonable copy fee per health care record and may refuse to provide a copy of the patient's health care until payment has been made.

6812.6 Health care records shall be maintained for a minimum period of three (3) years after the last contact by the podiatrist with an adult patient and a minimum period of three (3) years after a minor patient reaches the age of majority.

- 6812.7 A podiatrist shall post information in his or her office to inform patients of the period for health care record retention.
- 6812.8 Patient health care records shall be destroyed in a manner that protects patient confidentiality, such as by incineration or shredding, and then only after notice is provided to the last known address of the patient at least sixty (60) days before destruction.
- 6812.9 Patient health care records stored electronically shall have an established system of weekly back-up.
- 6812.10 When a podiatrist is closing, selling, or relocating his or her practice, he or she shall notify current and former patients whose health care records are being held by the podiatrist, at the patient's last known address at least sixty (60) days before closing, selling, or relocating the practice. The podiatrist shall indicate how, where, and for how long patient health care records may be retrieved after the office is closed, sold, or relocated.

6899 DEFINITIONS

- 6899.1 As used in this chapter, the following terms have the meanings ascribed:

Applicant – a person applying for a license to practice podiatry under this chapter.

Board – the Board of Podiatry established by § 210 of the Act, D.C. Official Code § 3-1202.10 (2001).

Podiatrist – a person licensed to practice podiatry under the Act.

Health care record – a document, except for a birth or death record, a record of admission to or discharge from a hospital or other health-care facility, or medical image, such as an x-ray, that pertain to the history, diagnosis, or health condition of a patient and is generated and maintained in the process of providing health-care treatment, regardless of whether the document, record of admission, or medical image originated with or was previously in the possession of another health-care provider.

- 6899.2 The definitions in § 4099 of chapter 40 of this title are incorporated by reference into and are applicable to this chapter.