

IBSC[®]
**INTERNATIONAL BOARD
OF SPECIALTY CERTIFICATION**

Graham Pierce
Chairman

John Cole, MD
Medical Director

Robert Donovan, MD
Medical Director

Andre Pennardt, MD
Medical Director

Mike Wilcox, MD
Medical Director

September 25, 2016

R. Keith Wages
State EMS Director
GA Office of Emergency Medical Services/Trauma
2600 Skyland Drive, Lower Level
Atlanta, GA 30319

Dear Mr. Wages:

Earlier in 2016, the Board for Critical Care Transport Paramedic Certification (BCCTPC) went through a transformation to become the International Board of Specialty Certification (IBSC). This change was to better meet the objective of providing a wider range of services and certifications to a broader audience beyond the focus of medical transport and tactical paramedicine while maintaining the original mission of the BCCTPC.

The next several years promise to be exciting ones for IBSC. We will remain the gold standard for the measurement of specialty care knowledge and competencies in the communities we serve but also expand in new and interesting areas. An integral part of the transformation is the expansion of the membership of the board of directors to include the National Association of State EMS Officials as a member organization of the IBSC Board of Directors. I am requesting that the NASEMSO give serious consideration to naming a representative for a board position and provide two names for consideration to the IBSC by 30 November 2016 for consideration of board terms beginning in January 2017.

A primary responsibility of board directors is to participate in the development of policy and major decision-making at our annual board meeting held in conjunction with the Air Medical Transport Conference (AMTC). Another key responsibility is ongoing involvement throughout the year via periodic teleconferences and ad hoc committee work. Member organization representatives will be asked to hold a three-year board position representing their organization. This position is volunteer position.

The Board for Critical Care Transport Paramedic Certification was formed in the summer of 2000. The mission of the BCCTPC is to provide certification exams that are an

objective, fair, and honest validation of specialty paramedic knowledge. The BCCTPC, a non-profit organization, was formed to develop and administer certification examinations for paramedics. Our Certified Flight Paramedic (FP-C®), Certified Critical Care Paramedic (CCP-C®) and Certified Tactical Paramedic (TP-C®) examinations are now well established and have become a recognized standard for clinical competency by medical providers in the United States, Europe, South Africa and the Middle East. The BCCTPC will retain oversight of the critical care exams while it serves as a subsidiary of the IBSC, specializing in transport and tactical paramedicine. Other exams, like the Certified Community Paramedic (CP-C®) and Certified Medical Transportation Safety Professional (MTSP-C) will be supervised by independent advisory boards for each domain.

The IBSC is a not for profit corporation with the mission of developing, implementing and maintaining specialty certification exams to measure the attainment and application of a defined body of knowledge in specific roles. I have included a copy of our bylaws for reference.

If you have any questions, please contact me at gpierce@bcctpc.org. I look forward to receiving the NASEMSO nominations by the end of November.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Graham Pierce', with a long horizontal flourish extending to the right.

Graham Pierce, Chairman

Dia Gainor

From: Wages, Robert <Robert.Wages@dph.ga.gov>
Sent: Wednesday, October 12, 2016 3:08 PM
To: Alisa Williams; Gary Brown; Kyle Thornton; Paul Patrick
Cc: Armstrong, Beth; Dia Gainor; Kathy Robinson
Subject: FW: IBSC/NASEMSO Board Member Request
Attachments: IBSC Bylaws FINAL 4.21.16.pdf; NASEMSO Name.pdf; NASEMSO Request.pdf

Good afternoon, everyone.

In preparation for the Executive Committee call on Friday, please review the e-mail below as well as the attachments. I have included Kathy Robinson on this e-mail because she previously has worked with this group. In addition, Kathy and I met with David while we were in New Orleans last week, so her insight will be valuable to our discussions.

While we do not need to make a decision on Friday, I think it is important that we begin our deliberation in advance of the next board of directors meeting. One important consideration is the fiscal impact this would have because NASEMSO would be responsible for the travel expenses of our representative on the IBSC Board.

Thanks so much, and I look forward to talking with you all on Friday.

Keith

R. Keith Wages

Director

Georgia Office of EMS and Trauma
Division of Health Protection
Georgia Department of Public Health
2600 Skyland Drive, Lower Level
Brookhaven, Georgia 30319-3640

404.679.0547- Office
404.679.0526- Fax
404.859.9055- Mobile
robert.wages@dph.ga.gov

From: David O. Bump [mailto:dbump@bcctpc.org]
Sent: Wednesday, October 12, 2016 2:56 PM
To: Wages, Robert <Robert.Wages@dph.ga.gov>
Subject: IBSC/NASEMSO Board Member Request

Good Morning,

Thanks again for taking the time to meet with me in New Orleans. I appreciate your time and consideration as we grow our organization.

As we discussed, the International Board of Specialty Certification would like for the NASEMO Board to consider our request to add a NASEMSO member to the IBSC Board. We feel a NASEMSO member would bring a different perspective to our group as we look to expand our specialty paramedic certifications to additional professions. I have attached a request letter, along with a copy

of our most recent By-Laws. I would appreciate it if you would share this with the NASEMSO Board and provide us with their feedback.

Thank you again for your time and consideration. We look forward to NASEMSO being more involved with the many IBSC initiatives. Please feel to contact me with any questions or concerns. I look forward to hearing from you soon.

Dave



David O. Bump, MBA, REMT-P, FP-C

Chief Strategic Officer

Phone: [678.820.4193](tel:678.820.4193)

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Email: dbump@bcctpc.org

Website: www.bcctpc.org

Skype: [davidobump](https://www.skype.com/people/davidobump)

**BYLAWS OF THE
INTERNATIONAL BOARD OF SPECIALTY CERTIFICATION, LLC**
(A Texas Non-Profit Corporation)

**ARTICLE I
NAME**

The name of the Corporation shall be the International Board of Specialty Certification, LLC, incorporated under the State of Texas Not for Profit Corporation Act on April 21, 2016 and hereinafter referred to as the IBSC.

**ARTICLE II
STATEMENT OF PURPOSE**

The purpose of IBSC is to develop, implement and maintain a high quality, psychometrically valid and legally defensible specialty examination process to measure the attainment and application of a defined body of specialty knowledge and ensure continued competency by requiring and measuring ongoing continuing education in the certificant's specialty area. This is primarily to assure various publics that the certificant has attained the knowledge necessary to provide a level of competence in their area of practice including when functioning in other special settings.

**ARTICLE III
OFFICES**

Section 1 REGISTERED OFFICE AND REGISTERED AGENT

IBSC shall have and continuously maintain a registered office and a registered agent whose office shall be identical with such registered office. The registered office of the IBSC is 300 Lockwood Road, Red Rock TX 78662, and the registered agent at that address is Graham Pierce.

Section 2 HEADQUARTERS OFFICE

IBSC may establish and maintain a headquarters office, which shall be within the United States of America, for the administration of the affairs of IBSC.

Section 3 OTHER OFFICES

IBSC may have other offices at such places as the Board of Directors may from time to time deem necessary under the provisions of Article VI, Section 1 of these bylaws.

**ARTICLE IV
MEMBERS**

The Corporation shall have no members.

**ARTICLE V
DUES, ASSESSMENTS AND CAPITAL CONTRIBUTIONS**

Except as provided in Article IX, there shall be no dues, assessments or capital contributions required of any member of IBSC.

**ARTICLE VI
OFFICERS AND DIRECTORS**

**Section 1
POWERS AND DUTIES**

The business and affairs of IBSC shall be managed by the Executive Committee of the Board of Directors. The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary and Treasurer. The Directors are voting members of the Board of Directors. The Member Organizations and Exam Section Chiefs are non-voting members of the Board of Directors.

**Section 2
NUMBER AND COMPOSITION**

The Board of Directors of IBSC, Inc. shall be composed of no more than fifteen Directors, including the Executive Committee: Chairman, Vice Chairman, Secretary and Treasurer; one Psychometrician; and one Public Member; and an unlimited number of Member Organizations that best represent the scope and breadth of the IBSC exams;

Directors

1. Chairman.
2. Vice Chairman.
3. Secretary.
4. Treasurer.
5. Chair of the Item Writing Committee.
6. Chair of the Exam Construction Committee.
7. Chair of the Continuing Education Review Committee
8. Three Medical Director Representatives composed of physicians, collectively or individually have expertise in air medical transport, ground critical care transport, EMS, community paramedicine/mobile integrated health and tactical medicine.
9. One Psychometrician as defined in Article VI, Section 3.
10. One Public Member as defined in Article VI, Section 3.

Member Organizations

11. One International Association of Flight Paramedics Board Representative.
12. One International Paramedic Board Representative.
13. One National Association of EMS Educators Board Representative
14. One National EMS Management Association Board Representative.
15. One National Association of Emergency Medical Technicians Board Representative.
16. One National Association of State EMS Officials Board Representative.
17. One National Association of EMS Physicians Representative.
18. One Paramedic Association of Canada Board Representative.
19. One Paramedic Chiefs of Canada Board Representative.
20. One Board Representative of The Paramedic Foundation, LLC.

Exam Section Chiefs

21. Section chief of the BCCTPC subcommittee.
22. Section chief of the Community Paramedic subcommittee.
23. Section chief of the Tactical Medicine subcommittee.
24. Section chief of the Safety Professional subcommittee.

All organizations that subsequently offer examinations that are developed and administered by the IBSC will be members of the IBSC as represented by section chiefs of each exam. The board of directors may authorize additional members who have a legitimate interest related to the IBSC.

Section 3 QUALIFICATIONS

Except for the Psychometrician and Public Member, members of the IBSC must be endorsed representatives of Member Organizations. Other specific qualifications are described in the policies and procedures established by the Board.

Member Organizations

Professional Associations and Industry Groups that have a legitimate interest in the purpose of the IBSC including the representation of groups that participate in any IBSC certification examination process. The IBSC will request each Member Organization provide the names and qualification of at least two candidates and no more than four candidates that will be elected by a majority vote of the voting Board of Directors.

Psychometrician

The Psychometrician shall be a person who practices the science of measurement, or psychometrics who holds an advanced graduate degree from a university. This individual may not be currently employed by the company contracted to provide psychometric services to the IBSC.

Public Representation

Individuals who are not active paramedics in that they derive a majority of their income by practicing as a paramedic and who are involved with consumer advocacy groups or issues, or have an interest in health care, education, certification related matters as it relates to protection of the public, shall be eligible for public representation on the IBSC board of directors. A Public Member cannot concurrently serve on the board of an organization that is a member of IBSC.

Section 4 Term of Office

All members of the IBSC board of directors shall serve a three-year term of office. Initial board members shall serve staggered terms of one, two or three years as noted above. There will be no term limits.

Officers of the Board of Directors shall serve a three year terms of office. There will be no term limits.

All Board members shall assume office 30 days following their appointment.

Section 5 Duties

Common Board Member Responsibilities:

1. To perform all duties entrusted to Directors of a corporation.
2. To develop and to abide by the Bylaws and procedures of the IBSC.
3. To control quality, content, and maintenance of the certification process.
4. To develop policy regarding the management of the affairs of the IBSC.
5. To supervise and direct the business and financial affairs of the IBSC.

Specific duties for all IBSC board members and officers are detailed in the Policy and Procedure Manual for the IBSC.

Section 7 Nomination Process

Candidates for Director positions shall be nominated by the procedures established by the IBSC.

Section 8 Election Process

Elections will be conducted by the procedures established by the IBSC Board of Directors. Only representatives from member organizations shall vote in the elections for IBSC board members. Each accredited organization is entitled to cast one vote. A quorum shall consist of those member organization representatives present in person, and a simple majority vote shall be necessary to elect members of the Board. Voting by proxy shall be permitted.

Section 9 Resignation

Any member of the IBSC board of directors may resign at any time by giving written notice to the IBSC Chairman. Such resignation shall take effect upon receipt by the Chairman, or in the case of the resignation of the Chairman, by the Secretary/Treasurer.

Section 10 Vacancies

In the event of a vacancy within the IBSC Board of Directors the board shall appoint a qualified individual to fulfill the unexpired term created by a resignation.

Section 11 Conflict of Interest/Ethical Behavior

The IBSC Board of Directors must abide by the policies identified in the IBSC's Conflict of Interest/Ethical Behavior policy and procedure.

Section 12 Disciplinary Action Against Members of the IBSC Board of Directors

The board works diligently to make sure that organizations applying for accreditation are treated equally and fairly. Reports of misconduct by any director may be reported to the board by a member organization,

by an organization applying for accreditation, or by another director. If this occurs, the board will undertake an investigation of the behavior as described in the policies and procedures established by the board. If substantiated, the complaint may lead to disciplinary action as described in the policies and procedures.

A director who is removed from office pursuant to this section shall be ineligible to serve as a Director or Officer in the future.

ARTICLE VII MEETINGS OF THE IBSC BOARD OF DIRECTORS

Section 1 Regular Meetings

There shall be at least one regular meeting of the IBSC Board of Directors, which shall be designated the annual meeting.

Section 2 Notice of Meetings

Regular meetings of the IBSC may be held upon no less than thirty (30) days written notice, which shall include the date, time, and place of the meeting.

Section 3 Special Meetings

Special meetings may be held at the call of the Chairman or any four (4) members of the Board of Directors, on no less than twenty-four (24) hours notice, which shall include the date, time, and place of the meeting.

Section 4 Means of Meeting

Meetings of the IBSC, regular or special, may be held at a time and place designated by the Chairman. Meetings may be held by conference call or other electronic means as provided for or permitted in the jurisdiction of incorporation.

Section 5 Voting

All voting in IBSC meetings, including elections of officers, votes will be by voice, written ballot, mail, fax, or email voting, as determined by the Board of Directors.

All members of the IBSC Board of Directors, including the Public Member and the Psychometric, are eligible to vote.

The Board of Directors will abide by the behavior as described in the policies and procedures established by the Board regarding conflict of interest. In particular, this policy requires that any member of the Board of Directors must recuse themselves from voting if the decision at hand is specific to the accredited certification program or organization they represent.

Section 6 Quorum

Six members of the IBSC must be present at any meeting in order to constitute a quorum. Voting by telephonic or electronic communication requires participation by at least six members of the IBSC.

ARTICLE VIII COMMITTEES

The IBSC will have three standing committees to include the Item Writing Committee; the Exam Construction Committee; and the Continuing Education Review Committee and Exam Sections. The IBSC may establish special committees and work groups as needed and define their purpose and authority in the Policy and Procedure Manual.

Section 1 Standing Committees

The Item Writing Committee shall consist of seven or more individuals:

1. Chairman.
2. Vice Chairman.
3. Item Writing Chair.
4. Four individuals who are currently certified and represents one of the defined subject area of flight, critical care, tactical, community and safety knowledge as reflected in the content outline and the examination blueprint.

The Exam Construction Committee shall consist of five or more individuals:

1. Chairman.
2. Vice Chairman.
3. Exam Construction Chair.
4. Psychometrician
5. One individual who is currently certified and represents one of the defined subject area of flight, critical care, tactical, community and safety knowledge as reflected in the content outline and the examination blueprint.

The Continuing Education Review Committee shall consist of three or more individuals:

1. Chairman.
2. Vice Chairman.
3. Continuing Education Review Chair.

Section 2 Exam Sections

The Exam Sections will be responsible for the

1. Review exam statistics and question report.
2. Make recommendations for exam modifications.
3. Keep abreast of changes in the industry related to exam content.

And will report this information out to the full board at the annual meeting of the IBSC Board of Directors.

BCCTPC (one of the members will be “section chief” for 3-year term)
Physician Advisor with specialization in critical care transport
IAFCCP liaison
FP-C at large
CCP-C at large
ISBC Board resource

Tactical Medicine (one of the members will be “section chief” for 3-year term)
Physician Advisor with specialization in tactical medicine
Military liaison
Law enforcement liaison
TP-C at large
TR-C at large
ISBC Board resource

Community Paramedic (one of the members will be “section chief” for 3-year term)
Physician Advisor
NAEMT liaison
Community Paramedic at large
Community Paramedic at large
Community Paramedic Manager at Large
ISBC Board resource

Safety (one of the members will be “section chief” for 3-year term)
AAMS/SMTA liaison
NAEMT liaison
Safety leader from industry - air
Safety leader from industry – ground
ISBC Board resource

ARTICLE IX FINANCE

Section 1 Financial Status

The IBSC Board of Directors shall assess accreditation fees as appropriate to continue the work of the organization. Financial transactions will be conducted according to commonly accepted accounting principles including periodic independent audits as may be prudent or as required by law.

Section 2 Contracts

The Chairman of the IBSC may authorize the COO to enter into a contract or execute and deliver any instrument in the name of and on behalf of the IBSC. Such authority may be general or confined to specific instances.

**Section 3
IBSC Monies**

All payment of money, notes, or other evidences of indebtedness issued in the name of the IBSC shall be paid as designated by the IBSC Board of Directors. All funds of the IBSC shall be deposited from time to time to the credit of the IBSC in such banks, trust companies, or other depositories as recommended by the secretary/treasurer.

**Section 4
Accreditation Fees**

The IBSC Board of Directors shall determine accreditation fees. Nonpayment of accreditation fees 60 days following a final demand notice results in loss of accreditation status.

**Section 5
Fiscal Year**

The fiscal year of the IBSC shall begin on July 1 and end on June 30, which dates may be amended by resolution of the IBSC Board of Directors.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

The rules in the current edition of Roberts Rules-of-Order shall govern the IBSC in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and Procedures.

**ARTICLE XI
FORM OF NOTICE**

Whenever, under the provisions of the statute or of the articles of incorporation or of these bylaws, notice is required to be given to any person, it may be given to such person either personally; or by sending a copy thereof by first class mail, postage prepaid, by express delivery service, facsimile, electronic mail, or by other electronic means to the address appearing on the books of the IBSC; or, in the case of members of the IBSC, at the address supplied to them for the purpose of notice. If the notice is sent by Canada Post or US Postal Service, it shall be deemed to have been given to the person entitled thereto when deposited in the Canada Post or United States Mail. A notice of meeting shall specify the place, day, and hour of the meeting and any other information required by the Texas Nonprofit Corporation Act, as amended.

**ARTICLE XII
WAIVER OF NOTICE**

Whenever any written notice is required to be given by statute or by the articles of incorporation or by these bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed the equivalent of the giving of such notice. Neither the business to be transacted nor the purpose of the meeting need be specified in the waiver of notice of such meeting.

Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except when a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the

transaction of any business because the meeting was not lawfully called or convened.

**ARTICLE XIII
INDEMNIFICATION**

The IBSC shall indemnify as set forth below, and to the fullest extent to which it is empowered to do so by laws of the State of Texas or any other applicable laws as may from time to time be in effect, any person who, by reason of being or having been a director, officer, employee or agent of the IBSC, or who is or was serving at the request of the IBSC as a director, officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, and who was or is a party or is threatened to be made a party to any threatened, pending or completed actions, suit or proceeding.

**ARTICLE XIV
AMENDMENTS**

The exclusive method for effecting amendments to these bylaws shall be: (1) proposal by the Board of Directors to the full board, and (2) approval by the Board of Directors as prescribed in Article VII, Section 5. At least two-thirds (2/3) of the voting Board Members must vote in the affirmative for the proposed amendment to be approved.