



## Continuous Certification (C-cert) Development Timeline and Committee Deadlines

*(updated July 2024)*

Step	C-cert Quiz Development Tasks	Date/Deadline
1.	Staff sends intro email with C-cert development timeline to committee and announces article submission process and guidelines	May 15
2.	Committee <a href="#">journal article submission</a> deadline for current selection year	June 30
3.	Staff shares complete summary of article submissions (with links and citations) for each subspecialty for each committee's review along with a link to an online article ranking survey in Survey Monkey	July 10
4.	Committee online article rankings due in SurveyMonkey (includes practice gap identification)	August 1
5.	Staff sends committee Conflict of Interest Statements and conflict resolutions, meeting schedule, and <a href="#">links to item</a> writing resources to members prior to Article Selection Meeting	August 1
6.	Committee meets via Zoom for <b>Article Selection Meeting</b> to determine final journal article selections; writing assignments are determined, and deadline set (2 to 2.5 hours)	Second half of August
7.	Staff emails item writing assignments to committee members to each write four items based on their assigned articles. Link to writing tips, reminders, and <a href="#">item entry tutorials</a> included.	Post Meeting
8.	Staff performs initial edits as items are entered and sends back any items requiring extensive edits or missing rationales	Mid-September
9.	Deadline for committee item writing and entry into item bank (approx. 1 month post assignment)	End of Sept. (pending exact assignment date)
10.	Committee meets via Zoom to perform the first of two <b>Item Review Meetings</b> ; committee identifies items with the most suitability for C-cert and revisions are assigned as needed (2.5 hours)	First two weeks in Oct.
11.	Committee reviews assigned items and leaves comments and suggested edits in item bank platform (or on shared file) in preparation for final item review meeting	Last two weeks in Oct.
12.	Committee meets via Zoom to perform the final <b>Item Review Meeting</b> ; committee reaches consensus on the final 25 items to be featured on the upcoming C-cert quiz (1.5 to 2 hours)	First three weeks in November
13.	<a href="#">Annual C-cert Reading List</a> with articles, links, and paid status is posted on the UCNS website	January
14.	Staff sends annual CME application for C-cert to the AAN Institute (AANI) for review. (Quiz launch is only possible after the application has been approved)	Last week in January
15.	Staff makes final adjustments and revisions to quiz in platform	Mid-February
16.	Testing platform staff assist with quality control review prior to launch	Last two weeks in Feb.

17.	Staff sends ABPN application for self-assessment credits following AANI CME application approval (once every 3 years).	March 1
18.	C-cert quizzes are launched and available to diplomates after ABPN application determination.	April 1