

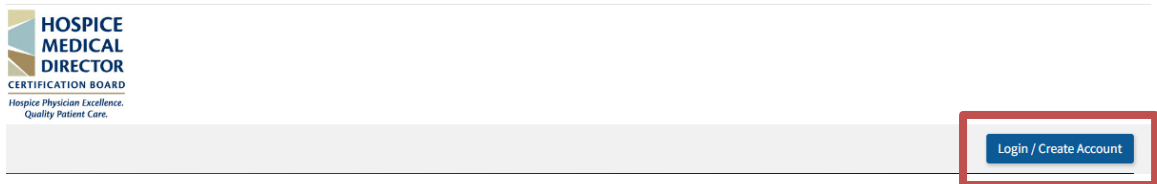
# **Longitudinal Assessment User Guide HMDCB**

# Table of Contents

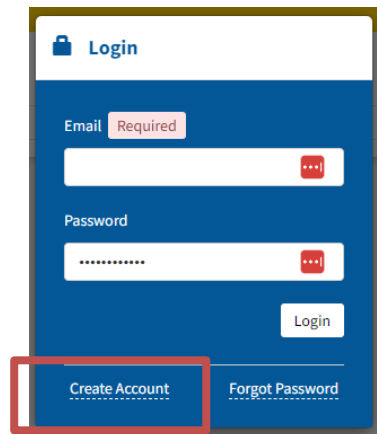
<b>Create an Account in the Certification Center .....</b>	<b>3-4</b>
<b>Access the Longitudinal Assessment .....</b>	<b>5-9</b>
<b>Continue the Assessment.....</b>	<b>10</b>
<b>Submit the Assessment.....</b>	<b>11</b>
<b>Pass Score Achieved.....</b>	<b>11</b>
<b>Pass Score Not Achieved/Reset the Questions .....</b>	<b>12</b>
<b>Download a Certificate .....</b>	<b>13</b>
<b>Question Tools.....</b>	<b>13</b>
<b>Support .....</b>	<b>14</b>

## Create an Account in the Certification Center

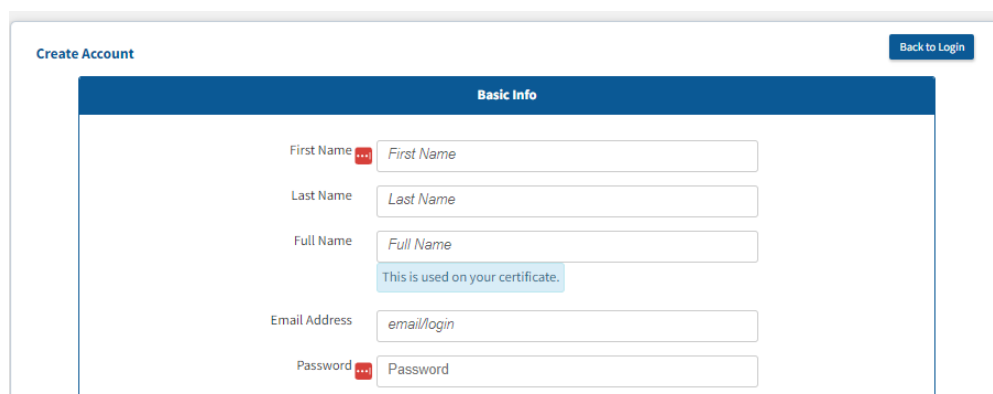
- Visit the Certification Center at [learn.hmdcb.org](http://learn.hmdcb.org)
- **Note:** create an account using the email address HMDCB has on file for you as this will grant you access to all activities. If you create an account using a different email, please message [info@hmdcb.org](mailto:info@hmdcb.org).
- Click the **Login/Create Account** button in the top-right corner.



- A new screen will appear. Select the **Create Account** link in the bottom left corner.



- You will be brought to a new screen and prompted to enter your **name**, **email**, and **create a password**. Once complete, scroll down to complete your **profile**.



- Complete the required **User Profile** fields, then click the **Create Account** button to set up your account.

**User Profile**

Welcome to the HMDCB Certification Center! On this site, you can access the annual longitudinal assessment and other educational activities. Please complete the below information to create or update your user profile.

**Note:** you will be prompted to update your profile information annually. If you have any questions, feel free to contact HMDCB staff at [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740.

**\* indicates required field**

Preferred Mailing Address\*

Preferred Phone Number\*

Credentials\*

Current Hospice

Primary Position\*

Hospice Location\*

Average Hours Per Week in Hospice\*

Average Daily Census\*

Total Years Practicing as a Hospice Physician\*

Are you HPM board certified?\*

Specialty\*  
 Family Medicine  
 Internal Medicine  
 Other

License Number\*

License Jurisdiction\*

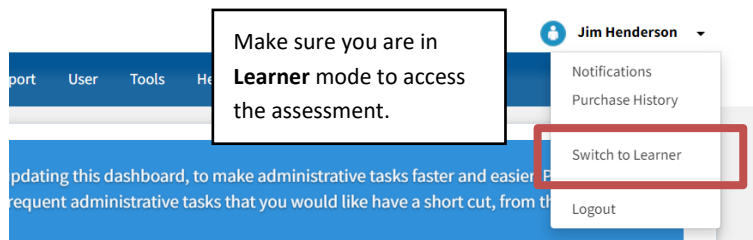
License Expiration Date (MM/DD/YYYY)\*

**Create Account**

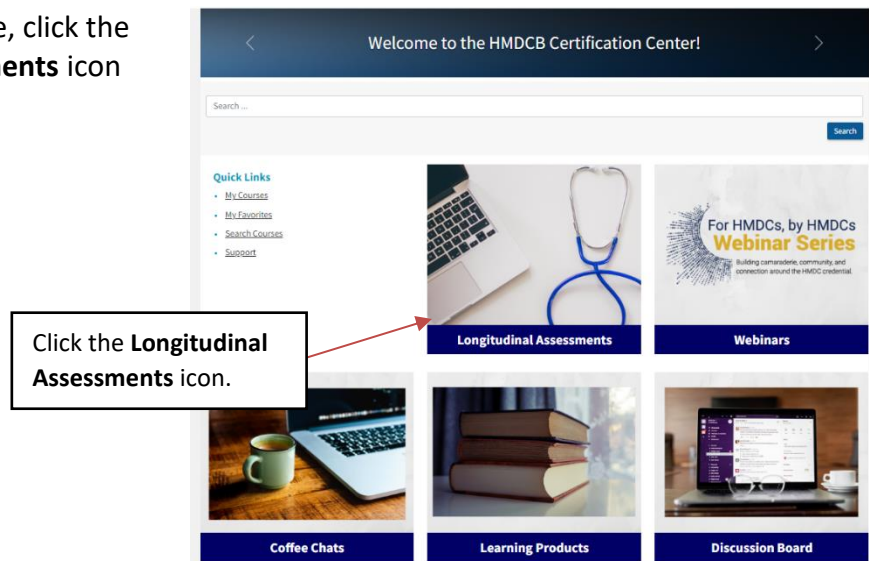
Complete all the **required fields** to set up your account and profile page. Click the **Create Account** button once complete.

## Access the Longitudinal Assessment

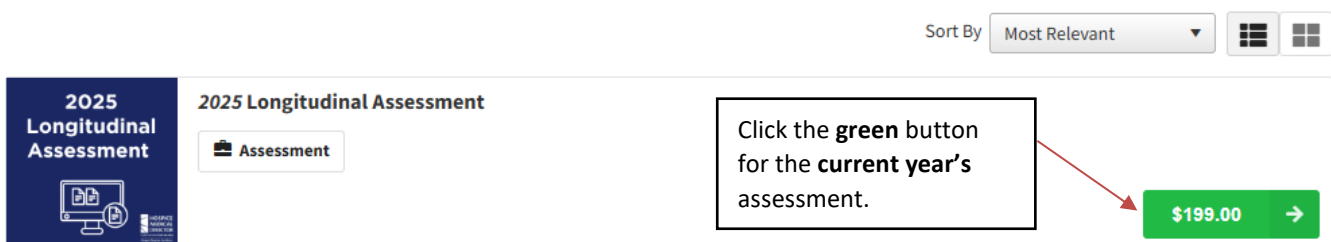
- Visit [learn.hmdcb.org](https://learn.hmdcb.org) and login with your user ID and password.
- If you forgot your credentials, click the **Forgot Password** link or contact HMDCB staff at [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740.
- **Note:** You will default to **Learner mode** unless you have been granted a different mode due to your volunteer position with HMDCB. *To change your mode, click your name in the top-right corner and select **Switch to Learner**.*



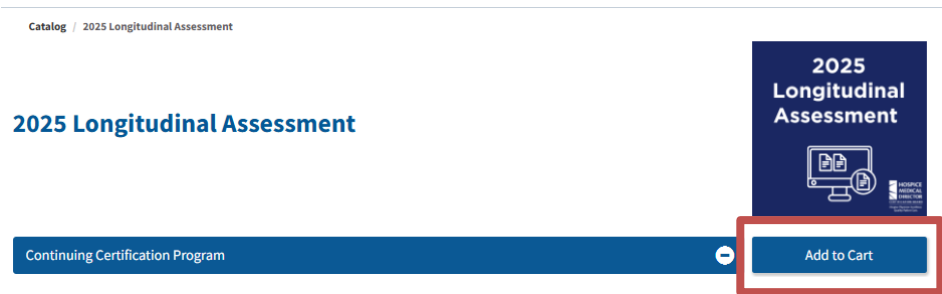
- Once in **Learner mode**, click the **Longitudinal Assessments** icon from the home page.



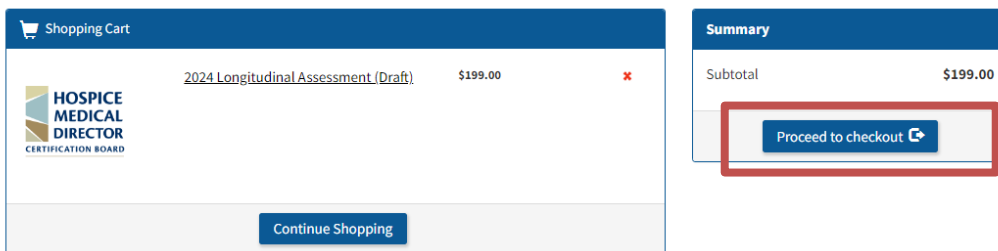
- Select the **green button** for the **current year's** assessment.



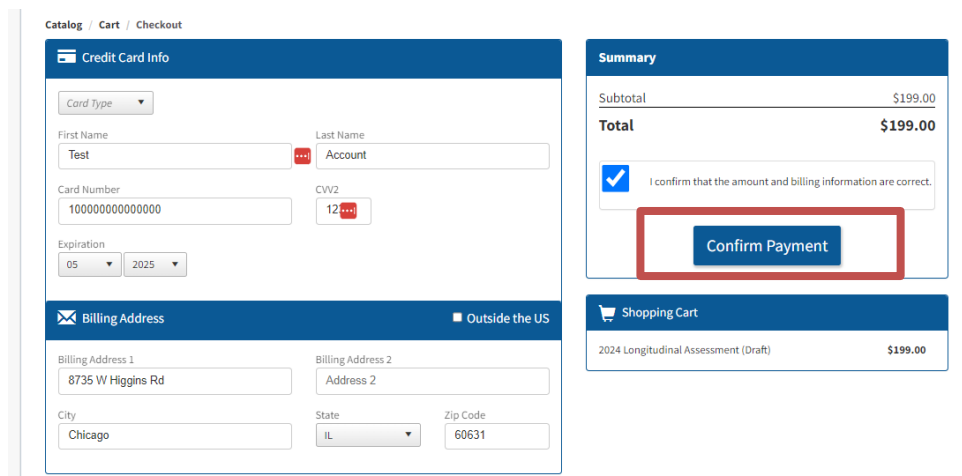
- You will be brought to the description page. Click the **Add to Cart** button.



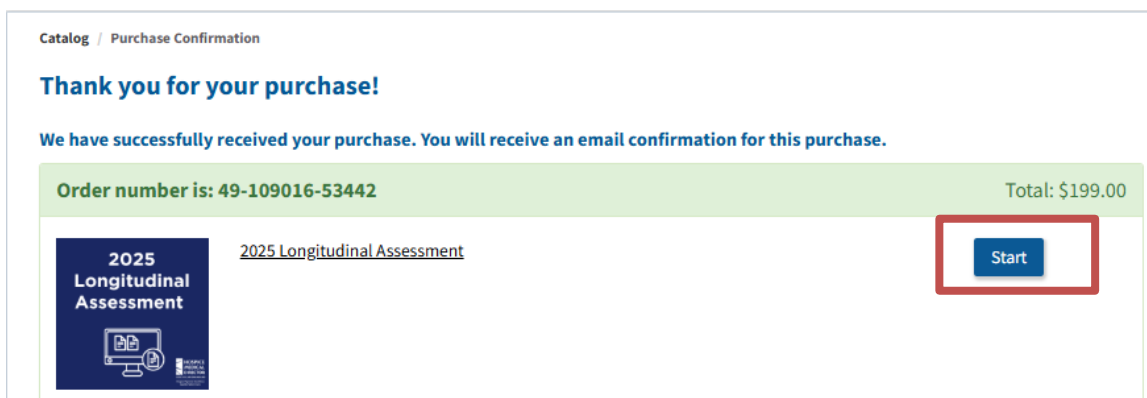
- You will then be prompted to continue shopping or checkout. Click the **Proceed to Checkout** button to pay the renewal fee.



- A new page will open where you can add your credit card information. Once you enter your information, check the box and click the **Confirm Payment** button.



- Once your payment has processed, you will receive a **confirmation page**. To access the assessment, click the **Start** button.



- From there, you will be prompted to review and acknowledge to HMDCB's annual **Consent Form and Code of Conduct**. *Please make sure to review the full form. You cannot access the assessment until you complete this step.* Once you check the acknowledgement box, hit the **Start** button.

Privacy Policy
↑

1. I attest that all information contained in my application is true and accurate. I understand that any false, inaccurate or misrepresented facts included herein will constitute grounds for the disqualification and/or revocation of the awarded certification.

2. I understand that it is my responsibility to provide any requested documentation in connection with this application. I further understand that my application could be audited to verify my eligibility.

3. I have read and understood the information provided in the Continuing Certification Program Candidate Handbook. I also agree to comply with all policies and procedures as set forth by HMDCB.

4. I understand that I can be disqualified from taking or continuing to take the annual longitudinal assessment or from receiving assessment results if HMDCB determines I have inappropriately shared the copyrighted questions by publicly posting them for non-certificants to see/review.

5. If I am recertified, I understand that HMDCB receives and responds to requests for information about the certification status of those holding its credential. I understand and agree that HMDCB may also use anonymous and aggregate application and assessment data for statistical and research purposes.

6. I agree to indemnify, release and hold harmless HMDCB, its Board of Directors, committees, and representatives, from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application, the application process, any assessment given by HMDCB, any score relating thereto, the failure to issue me any certificate, or any demand for forfeiture or redelivery of such certificate.

7. **CODE OF CONDUCT:** Certification by the Hospice Medical Director Certification Board (HMDCB) carries an obligation for ethical behavior and professionalism in all conduct. Ethical behavior and professionalism expected of all candidates includes: 1) submitting accurate, valid application information; 2) respecting the confidentiality of assessment questions and content, including not allowing any person or organization to have access to, to look at, or to be informed about any materials for the assessment.; 3) maintaining an unrestricted medical license in the United States, its territories, or Canada; 4) accurately representing certification status at all times; and 5) maintaining ethical and professional behavior in all conduct. **I acknowledge and accept that I have read and agree to abide by HMDCB's Code of Professional Conduct as written above.**

I acknowledge that I have read and agree to the statements and terms above.

Start

- You will now be directed to the Overview page. To access the assessment, click the **Go to Exam** button.

My Courses / 2025 Longitudinal Assessment

## 2025 Longitudinal Assessment

Overview
Exam

Go to Exam

Continuing Certification Program
⊖

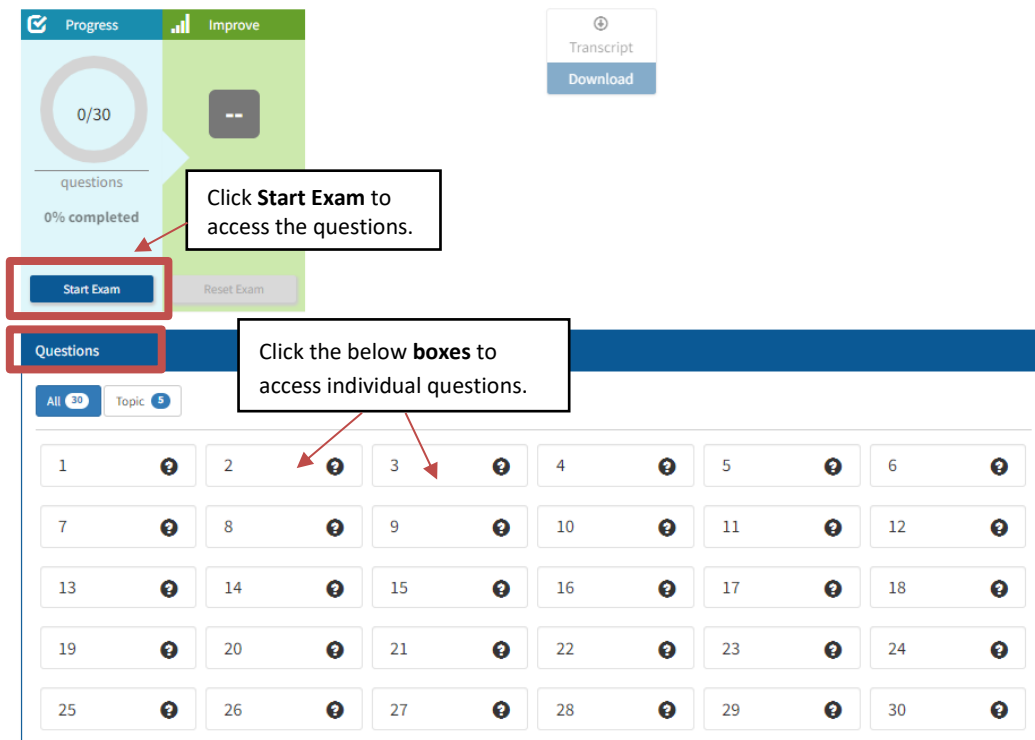
HMDCB's Continuing Certification Program (CCP) is designed to provide certified physicians with opportunities for continued learning and professional development, and accurately assess their competency, skill, and judgement in the practice of hospice medicine on a continuous basis. By completing the annual requirements, certificants will successfully renew their credential. To confirm your renewal date, contact [info@hmdcb.org](mailto:info@hmdcb.org).

**Below are the annual Continuing Certification Program requirements:**

1. Continuously hold a current, active, and unrestricted license to practice medicine in the United States or its territories or any province of Canada.
2. Successfully complete 30 longitudinal assessment items and meet the identified competency level of 80%. *This is not a high-stakes examination. This assessment will be open book, untimed, and questions can be re-answered until the identified competency level is achieved.*
3. Complete HMDCB's Code of Professional Conduct attestation.
4. Pay the \$199 annual renewal fee.

- You will be brought directly to the assessment **Progress** page. From this page, you can access the questions by clicking the **Start Exam** button under **Progress** or you can select individual questions under the **Questions** section.

**IMPORTANT:** You can answer the questions in any order and in multiple sittings. All answered questions will automatically be saved. Make sure to answer all 30 questions and achieve the pass score by **October 31<sup>st</sup> annually**.



- To answer each question, select the answer option you think is correct, then click the **Check Answer** button.

Intrinsically engage reliable e-business rather than enterprise-wide core competencies. Authoritatively create cross-unit infrastructures whereas stand-alone imperatives. Objectively maximize intermandated synergy with cost effective "outside the box" thinking. Progressively grow quality web-readiness with optimal growth strategies. Uniquely whiteboard intuitive products after standardized intellectual capital.

Authoritatively pontificate strategic web services through bleeding-edge action items. Dramatically eviscerate scalable users before one-to-one "outside the box" thinking. Completely streamline high standards in processes rather than turnkey customer service. Uniquely strategize an expanded array of leadership whereas stand-alone solutions. Assertively synthesize unique solutions via equity invested expertise.

Enthusiastically conceptualize standardized relationships with enterprise core competencies. Collaboratively impact.

A. Pick me!

B. Answer Option B

C. Answer Option C

D. Answer Option D

**Check Answer**



- After you check your answer, you will be provided instant feedback. A **green check** will appear next to the correct answer and a **red X** will appear next to the incorrect answer (*if you answered incorrectly*). You can click the **Commentary** and **References** tabs at the bottom of the question to view the rationale and references.

Authoritatively pontificate strategic web services through bleeding-edge action items. Dramatically evisculate scalable users before one-to-one "outside the box" thinking. Completely streamline high standards in processes rather than turnkey customer service. Uniquely strategize an expanded array of leadership whereas stand-alone solutions. Assertively synthesize unique solutions via equity invested expertise.

Enthusiastically conceptualize standardized relationships with enterprise core competencies. Collaboratively impact.

A. Pick me!
   
 B. Answer Option B
   
 C. Answer Option C
   
 D. Answer Option D

Click the **Commentary** and **References** tabs to view the rationale and references.

**Commentary**
 References

Efficiently pontificate cross functional leadership for extensible human capital. Continually reconceptualize B2B methodologies via client-focused technology. Objectively transition customized materials before holistic supply chains. Uniquely e-enable client-focused internal or "organic" sources without seamless "outside the box" thinking. Compellingly optimize client-centered e-services vis-a-vis impactful value.

- To advance to the next question, click the **Arrow** button in the bottom/top right-hand corners. To return to the **Progress** page, click the **name of the assessment** hyperlink in the top left-hand corner. To view the question list, click the **Circle Icon** in the top left-hand corner.

My Courses / 2024 Longitudinal Assessment (Draft)

2024 Longitudinal Assessment (Draft)

Question 21 of 30

Click the **Circle Icon** to view the complete question list.

Click name of the assessment to return to the **Progress** page.

Click the **Arrow** to advance to the next question.

Click the **Arrow** to advance to the next question.

Intrinsically engage reliable e-business rather than enterprise-wide core competencies. Authoritatively create cross-unit infrastructures whereas stand-alone imperatives. Objectively maximize intermandated synergy with cost effective "outside the box" thinking. Progressively grow quality web-readiness with optimal growth strategies. Uniquely whiteboard intuitive products after standardized intellectual capital.

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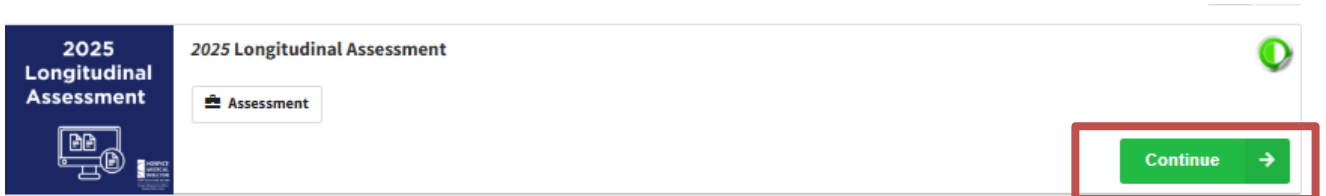
A. Pick me!
   
 B. Answer Option B
   
 C. Answer Option C
   
 D. Answer Option D

Commentary
  **References**

A [link](#) to somewhere

## Continue the Assessment

- The assessment can be completed in one sitting or multiple. To return to the assessment after logging back into the [Certification Center](#), make sure you are in **Learner** mode. *To change your mode, click your name in the top-right corner and select **Switch to Learner**.*
- From the home page, click the **Longitudinal Assessments** icon.
- Click the green **Continue** button for the **current year's assessment**.



- Once on the **Progress** page, click the **Continue Exam** button or select an individual question from the **Questions** section.

**Note:** you can view your progress from this page. In the below example, 6/30 questions have been answered. The question(s) you answer **correctly** will be marked **green**, question(s) you answer **incorrectly** will be marked **red**, and questions you haven't answered will **remain white**.

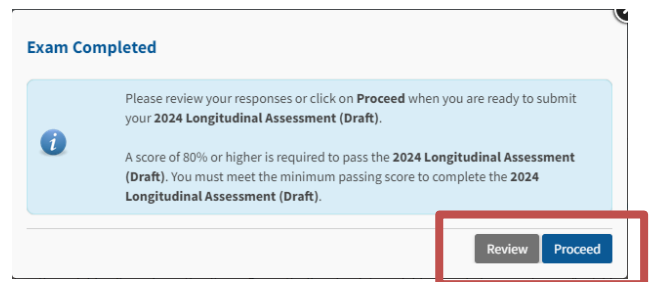
Click **Continue Exam** to continue answering all questions or select **individual questions** below.

**Red Box** = questions answered incorrectly.  
**Green Box** = questions answered correctly.  
**White Box** = questions you have not answered.

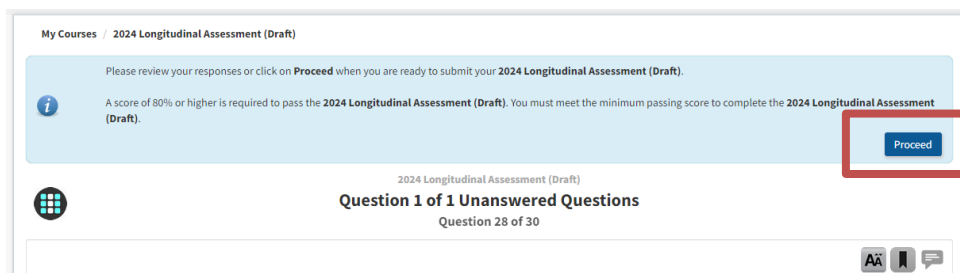
All 30						Answered 6	Correct 3	Incorrect 3	Unanswered 24	Topic 5	
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30						

## Submit the Assessment

- After you answer all **30 questions**, you will receive a notification to **Review** the questions or **Proceed** to review your score. *You can select either option.*

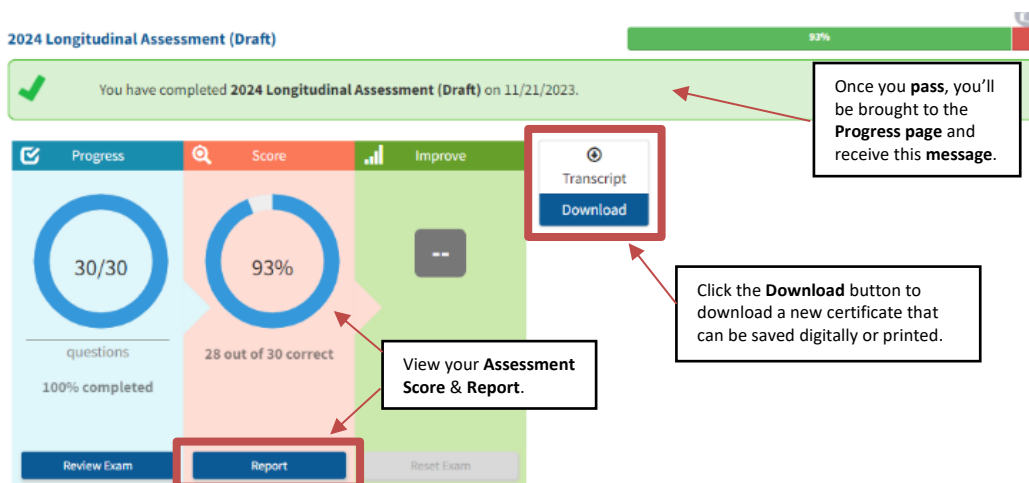


- If you select **Review**, you can review all the questions but **cannot** change your answers. Once you are ready to review your score, select the **Proceed** button in the top-right corner. **Note:** after you click **Proceed**, you will be notified if you achieved the passing score or not.



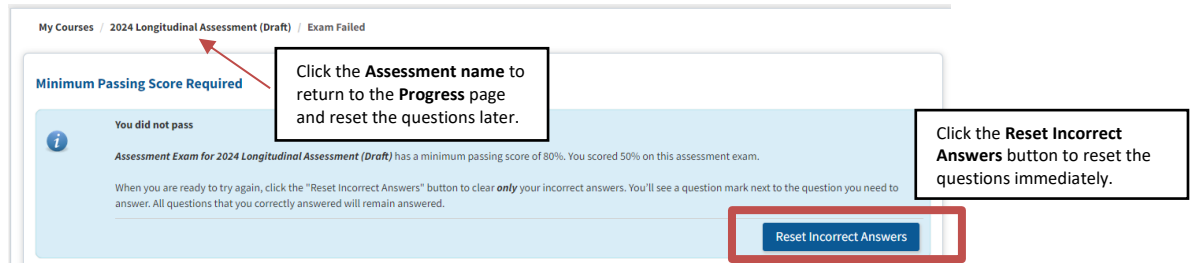
## Pass Score Achieved

- If you **achieve** the pass score, you will be brought back to the **Progress** page and will receive the below message. **Note:** *you cannot reset the exam once you pass. You have successfully renewed your credential and no further action is needed.*
- You can download your certificate by clicking the **Download** button under **Transcript**. *You will also receive a copy of your certificate via email.*
- To review how you performed in each content area of HMDCB's [Content Blueprint](#), click the **Report** button under **Score**.



## Pass Score Not Achieved/Reset the Questions

- If you **did not achieve** the pass score, you will receive the below message and will need to reset the questions until you achieve the pass score. You can reset the questions immediately by clicking the **Reset Incorrect Answers** button or reset them later.



- To reset the questions later, log into the [Certification Center](#) - click the **Longitudinal Assessment** icon – click **Continue** for the **current year's** assessment.
- Once on the Progress page, click the **Reset Exam** button under **Improve**. You will be prompted to answer all the questions you answered incorrectly. **Note:** *You can re-answer the questions in one sitting or multiple.*

**IMPORTANT:** You need to re-answer all questions you answered incorrectly and meet the pass score to successfully complete the longitudinal assessment and renew your credential. **You can reset the questions an unlimited number of times until you achieve the pass score.**

Your Assessment Score & Report can be found here.

Click the **Reset Exam** button to re-answer all the questions you missed. You will need to reset the questions until you meet the pass score.

**Red Box** = questions answered incorrectly.  
**Green Box** = questions answered correctly.

Question ID	Status	Question ID	Status	Question ID	Status	Question ID	Status	Question ID	Status	Question ID	Status
1	Incorrect	2	Correct	3	Correct	4	Correct	5	Correct	6	Incorrect
7	Incorrect	8	Correct	9	Correct	10	Correct	11	Incorrect	12	Correct
13	Correct	14	Correct	15	Correct	16	Correct	17	Incorrect	18	Correct
19	Incorrect	20	Correct	21	Incorrect	22	Correct	23	Correct	24	Incorrect
25	Incorrect	26	Correct	27	Incorrect	28	Correct	29	Incorrect	30	Correct

## Download a Certificate

- Once you achieve the pass score, you can download a **new certificate** from the **Progress** page by clicking the **Download** button under **Transcript**. Your certificate can be downloaded and saved digitally or printed. *You will also receive a copy of your certificate via email.*

My Courses / 2024 Longitudinal Assessment (Draft)

2024 Longitudinal Assessment (Draft) 87% 13%

You have completed 2024 Longitudinal Assessment (Draft) on 11/20/2023.

Progress Score Improve

30/30 questions 100% completed

87% 26 out of 30 correct

13% 1 Reset

Transcript Download

Click the **Download** button to download a new certificate that can be saved digitally or printed.

Review Exam Report Reset Exam Create Quiz

## Question Tools

Each question contains different tools to aid in your learning. These tools can be found in the **top-right corner** for each question.

Question 8 of 30

The **question tools** are located in the top-right corner for each question.

AÄ abc

A. Pick me!

B. Answer Option B

C. Answer Option C

D. Answer Option D

Check Answer

- Use this icon to increase/decrease the text size.
- Click this icon to enable the strikethrough option to eliminate answer options.
- Use this icon to bookmark questions.
- Click this icon to record notes for each question. All notes can be exported from the Progress page.
- Click this icon to send HMDCB any feedback/comments for a question.

## Support

If you have any questions or need assistance navigating the system or accessing the assessment, contact HMDCB staff at [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740.

Staff is available **Monday-Friday from 9-5 pm CT**. All messages will be responded to in a timely manner.