Advance your professional knowledge

Recertify your
CMA (AAMA) credential

CMA (AAMA) Recertification by Continuing Education Application

Conducted by the
Certifying Board of the
American Association
of Medical Assistants

The Certification Program of the Certifying Board of the American Association of Medical Assistants is accredited by the National Commission for Certifying Agencies (NCCA) as a result of demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs. The NCCA is the accrediting body of the Institute for Credentialing Excellence (ICE). The NCCA Standards were created to ensure that certification programs adhere to modern standards of practice for the certification industry.
The AAMA Certifying Board does not discriminate among applicants on the basis of age, sex, race, religion, or national origin. The AAMA Certifying Board’s policies and fees are subject to change without notice.

Recertification of the CMA (AAMA) credential
The CMA (AAMA) designates a medical assistant who is credentialed through the Certifying Board of the American Association of Medical Assistants. The CMA (AAMA) credential must be recertified every 60 months to better ensure current competency and knowledge, and thus better protect patients. All CMAs (AAMA) employed or seeking employment must have current certified status to use the CMA (AAMA) credential. Failure to recertify will result in a not current status.

CMA (AAMA) expiration and recertification dates
For recertificants by continuing education, the recertification date will be the first day of the month of the application postmark. All newly certified and recertifying CMAs (AAMA) will be current through the end of the calendar month of initial certification or most recent recertification for 60 months after initial certification or most recent recertification.

Renewal of expired credentials
Any CMA (AAMA) not recertifying on or before the expiration date of their credential will be considered as having an expired credential and will be required to pay a $50 reactivation fee in addition to the recertification fee in order to recertify. This applies to recertification by continuing education or examination.

Any CMA (AAMA) whose credential has been expired for more than 60 months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification/Recertification examination. Payment of a $50 reactivation fee plus the recertification by examination fee will be required.

Required recertification points
A total of 60 recertification points is necessary to recertify the CMA (AAMA) credential. A minimum of 10 points is required in each of the general, administrative, and clinical content areas. (See “Accepted areas of content.”) The remaining 30 points may be accumulated in any of the three content areas.

- 10 administrative
- 10 clinical
- 10 general
- 30 points from any combination of the above three categories

AAMA CEU credit minimum: At least 30 of the required 60 recertification points must be accumulated from AAMA approved continuing education units (CEUs). If desired, all 60 points may be AAMA CEUs.

Non-AAMA credit maximum: A maximum of 30 recertification points may be accumulated from sources other than AAMA CEUs (e.g., college or university credit, physician CME credits and contact hours). A contact hour is defined as a typical 50-minute classroom instructional session, or its equivalent.

- AAMA CEU credits: 30 points required
- Non-AAMA credits: 30-point maximum

Time limits for recertification points: Points toward recertification are valid only if earned after initial certification or after the most recent recertification. In addition, credits must be earned in the 60 months prior to which the application is submitted.

Converting to recertification points
- 1 continuing education unit (CEU) = 1 recertification point
- 1.5 continuing education units = 1.5 recertification points
- 1 continuing medical education (CME) credit = 1 recertification point
- 1 contact hour = 1 recertification point
- 1 college credit hour (quarter or semester) = 15 recertification points

Multicategory course credit
Some AAMA programs cover content in more than one category. If a program is listed for 2 credits, the applicant may split the points between the categories (1C and 1G) or assign 2 points to either category.

NOTE: The AAMA Certifying Board eliminated the requirement for current provider level CPR, effective June 1, 2013.

Accepted areas of content
Credits will be accepted only if they relate to topics and competencies listed on the CMA (AAMA) Certification/Recertification Examination Content Outline, the Occupational Analysis of the CMA (AAMA), or the Advanced Practice of Medical Assisting.

- The applicant is responsible for using these documents to determine the correct content area for each point.
- If a continuing education program covers more than one content area, points should be assigned based on the length of time devoted to each area.
- Medical assisting educators must apply credits earned from programs designed...
to enhance teaching skills (e.g., curriculum development and methods) to the general category. Points are not granted for teaching courses for academic credit.

Authorship and item writing
Contact the AAMA for policies on earning recertification points for publication/authorship and CMA (AAMA) Examination item writing.

How to document recertification points
Applicants must record recertification points on the Recertification by Continuing Education Verification form included in this application. Complete the form according to the instructions and attach the required documentation.

Required documentation for AAMA CEUs. The applicant’s AAMA Registry Transcript must accompany the application.

Required documentation for non-AAMA recertification points. Official documentation issued by the sponsor granting the credit must be attached to the application, and should include the following:

1. Date credit was earned
2. Name of sponsor issuing credit
3. A course description or content outline for each educational activity
4. Amount and type of credit awarded (e.g., CEU, CME, contact hour or college credit)
5. A certificate of completion or attendance for each activity bearing the number of contact hours awarded

Do not send originals. Documentation submitted will not be returned to the applicant. Documentation submitted separately from the application and payment will not be reviewed and will not be returned.

Incomplete applications
Incomplete or incorrect applications or failure to document proof of each activity will result in failure to recertify. Applicants who submit incomplete applications or fail to provide adequate documentation will be allowed 90 days from issuance of notice to resolve the outstanding issue(s). This additional time does not extend the 60-month certification period. If all documents are not submitted within the 90-day period, the applicant must reapply and pay all fees.

Processing period: 30 days
- Review of recertification applications can take up to 30 days. If all criteria are met, recertification is granted.
- To ensure that no lapse in CMA (AAMA) currency status occurs, the application must be submitted at least 30 days prior to the certification or recertification expiration date.
- Applicants and employers are requested not to inquire about application status unless the 30-day period has lapsed and no response regarding the application has been received from the AAMA.
- Candidates who successfully recertify their CMA (AAMA) credential will receive a certificate and identification card, which will indicate the recertification and expiration dates.

Membership status
AAMA membership should not be confused with certification. A CMA (AAMA) need not be a member of the AAMA, nor currently employed, in order to recertify.

Release policies
Certification status is a matter of public record and may be released. Whether an individual is a CMA (AAMA), and whether a CMA (AAMA) is current, is of public record and can be divulged upon inquiry. The following information is not of public record, and cannot be divulged without the written permission of the CMA (AAMA):
- Certification date
- Certification number
- Categories qualified under
- Number of recertifications
- Number of activities listed in the continuing education registry
- Personal information, such as contact information, except as indicated in the Applicant Agreement

Felonies/professional misconduct: Requesting a waiver to recertify
Generally, individuals who have been found guilty of a felony, pleaded guilty to a felony or had a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board are not eligible for the CMA (AAMA) Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances. If you wish to request that the Certifying Board permit you to take the exam, you must submit a Request for Waiver form (available at www.aama-ntl.org) and written evidence, such as the following, that demonstrates you should not be prevented from recertifying your CMA (AAMA) credential.

1. A written explanation of the events regarding the incident(s), including your age at the time of the incident(s)
2. Copies of official documentation related to the incident(s), such as police reports, and court documents
3. Any additional information regarding remedial measures imposed by the court
4. Documentation of a waiver granted after the incident(s) by a government agency or other entity
5. At least two written employer/character references
6. The length of time since the felony was committed

See the Request for Waiver form (available at www.aama-ntl.org) for important details.
CMA (AAMA) Recertification Application
By the Continuing Education Method

Instructions

1) Neatly print all information applicable to you. You may use computer-formatted copies of any part of this application.

2) Enclose all required attachments (see “How to document recertification points”) and a photocopy of your original certificate, if available. Do not send your original certificate. Fasten multiple pages securely together.

3) Include payment. The nonrefundable application fee is $65 for members and $130 for nonmembers. An additional $50 reactivation fee is required if your certification has expired.

4) Applications without payment will be returned without being reviewed.

5) Keep a copy of the application and its attachments for your records.

6) Tear off and return the application and required attachments to:

AAMA Recertification Dept.
20 N. Wacker Dr., Ste. 1575
Chicago, IL 60606

Phone: 800/228-2262, ext. 774
Fax: 312/899-8391
Website: www.aama-ntl.org
E-mail: ContinuingEducation@aama-ntl.org

Applicant Agreement

By virtue of submitting this application and payment of the recertification fee by mail or phone, all applicants confirm that they have read and understand the requirements, policies regarding recertification, fees and refund policy. They also agree that if any part of this application be fraudulent or materially false, it will result in forfeiture of all fees and/or rights obtained as a result of this application.

Information on this form may be used for statistical, research, and member recruitment purposes; access thereto will be under the direction of the AAMA Certifying Board.

If member, AAMA ID ________________________________

If nonmember, SS# __________________________________________

Last name __________________________________________

First name __________________________________________

Middle name initial _________

Address line 1 __________________________________________

Address line 2 __________________________________________

City __________________________________________

State _________

ZIP code + 4 ________________- ________________

Home phone (_______) ________- ________________

Work phone (_______) ________- ________________

Extension _________

E-mail __________________________________________

Previous last name __________________________________________

☐ Request for waiver I am requesting a waiver for eligibility to recertify my CMA (AAMA) credential (See “Felonies/professional misconduct: Requesting a waiver to recertify”)

Fees. Check the appropriate box:

☐ AAMA member ________________________________ $65

☐ AAMA nonmember ________________________________ $130

☐ Reactivation ________________________________ $50

Enclosed is my:

☐ Money order #: ________________________________ *

☐ Cashier’s/certified check #: ________________________________ *

☐ Institution check number #: ________________________________ *

*Make payable to the American Association of Medical Assistants or AAMA.

Charge my credit/debit card checked below:

☐ American Express ☐ Visa ☐ Mastercard ☐ Discover

Card #: ________________________________ Expiration date: ________________

Cardholder name (print neatly): __________________________________________

Cardholder signature: __________________________________________

Do not send personal checks. Applications that do not include proper payment may be returned. A $25 administrative fee will be assessed for returned checks, charge-backs, or declined charge payments. All fees are nonrefundable and nontransferable.
## Read the application instructions before completing this sheet.

If additional space is needed, this form may be photocopied. Neatly PRINT the information you may need to complete this form.

If using more than one page, copy the cumulative total for each column (5–9) to the top of the next page.

<table>
<thead>
<tr>
<th>Date of Activity</th>
<th>Organization Presenting Program</th>
<th>Program Title</th>
<th>AAMA approval: Provide the program approval code (recorded on the AAMA CEU transcript). Non-AAMA: Provide sponsor name.</th>
<th>Amount and Type of Credit Earned</th>
<th>Total Points in Each Column (5–9):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(m/d/y)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Points per Content Area</th>
<th>Points Earned</th>
<th>Total Points in Column (5–9)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page number:</th>
<th>Name:</th>
<th>AAMA ID:</th>
<th>Member:</th>
<th>Nonmember: SS#:</th>
</tr>
</thead>
</table>

Continuing Education Verification

CMA (AAMA) Recertification by Continuing Education

REV 09/13
<table>
<thead>
<tr>
<th>Date of Activity</th>
<th>Organization presenting program</th>
<th>Program title</th>
<th>Amount and type of credit earned</th>
<th>AAMA approved: Program code (recorded on the AAMA CEU transcript)</th>
<th>Non-AAMA approved: Program sponsor name. (e.g., CEU, CME, contact hour or college credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/30/07</td>
<td>Administrative Seminars Inc.</td>
<td>Managing the Medical Office</td>
<td>4.5 CEUs 4.5 4.5</td>
<td>8 CEUs</td>
<td>80/24/07</td>
</tr>
<tr>
<td>8/24/07</td>
<td>Trident Chapter of Medical Assistants</td>
<td>Medical Nutritional Needs</td>
<td>6 CEUs 6 6</td>
<td>2 Credit Hrs</td>
<td>11/12/07</td>
</tr>
<tr>
<td>9/2/08</td>
<td>South Carolina Society of Medical Assistants</td>
<td>Aspects of Diabetes</td>
<td>2 CEUs 2 2</td>
<td>4 CEUs</td>
<td>4/24/07</td>
</tr>
<tr>
<td>10/11/09</td>
<td>Tri-City Chapter of Medical Assistants</td>
<td>Improving Your Coding Skills</td>
<td>4 CEUs 4 4</td>
<td>4 CEUs</td>
<td>11/12/07</td>
</tr>
<tr>
<td>11/17/09</td>
<td>Quality Limbs Testing</td>
<td>Quality Limbs Testing</td>
<td>4 CEUs 4 4</td>
<td>2 CEUs</td>
<td>11/12/07</td>
</tr>
<tr>
<td>10/11/11</td>
<td>Tri-City Chapter of Medical Assistants</td>
<td>Aspects of Diabetes</td>
<td>2 CEUs 2 2</td>
<td>4 CEUs</td>
<td>4/24/07</td>
</tr>
<tr>
<td>6/21/11</td>
<td>U. of South Carolina</td>
<td>Medical Nutritional Needs</td>
<td>6 CEUs 6 6</td>
<td>2 Credit Hrs</td>
<td>4/24/07</td>
</tr>
<tr>
<td>11/9/11</td>
<td>Administrative Seminars Inc.</td>
<td>Personnel Management</td>
<td>8 CEUs 8 8</td>
<td>8 CEUs</td>
<td>11/11/07</td>
</tr>
</tbody>
</table>

The table above represents the Continuing Education Verification form. Each row details the date of activity, the organization presenting the program, the program title, the amount and type of credit earned, and whether the program is AAMA approved or non-AAMA approved. The form requires completing the total points in each column (5–9) and must be signed by the individual completing the form. Additional information, such as the number of credit hours or college credits, is recorded for each program. The form includes instructions on how to determine the content category and how to convert credits to points.