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®

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS ®

www.aama-ntl.org

IAS ACCREDITED Personnel Certification Body

The Certifying Board of the AAMA is accredited by the International Accreditation Service (IAS) for Bodies Operating Certification of Persons (AC474). This independent recognition affirms that the criteria and processes for earning the CMA (AAMA) credential meet ISO/IEC Standard 17024:2012, the global benchmark for certification bodies, distinguishing the CMA (AAMA) from other medical assisting certifications.

NCCA NATIONAL COMMISSION FOR CERTIFYING AGENCIES — NCCA ACCREDITED PROGRAM

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.

CMA (AAMA) Recertification by Continuing Education Application

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The Certifying Board (CB) of the AAMA does not discriminate among applicants on the basis of age, sex, race, religion, or national origin. The CB'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 (CB) 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 an *expired* 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.

Candidates who successfully recertify their CMA (AAMA) credential will receive a certificate and identification card, which indicates the recertification and expiration dates.

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.

Effective January 1, 2020, an individual whose credential has been expired for more than 90 days forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification/Recertification Examination.

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).

- AAMA CEU credits: 30-point requirement
- Non-AAMA credits: 30-point maximum

Minimum program length: A minimum of one contact hour is required to earn one point toward recertifying the CMA (AAMA) credential. A contact hour is defined as a typical 50-minute classroom instructional session, or its equivalent.

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 the month in 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 (e.g., 1 clinical and 1 general) or assign 2 points to either category.

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.
- CPR is no longer a requirement for CMA (AAMA) Recertification by Continuing Education applications. However, two-year CPR cards issued within the applicant's recertification

Recertify online!

Applicants who accumulate all 60 points in the required content areas through AAMA CEUs may apply online at www.aama-ntl.org under Continuing Education/Apply to Recertify by CE.

Your online recertification status will be updated immediately. If problems need to be rectified, processing may take up to 30 days.

period will be counted for four clinical AAMA recertification points. Up to three two-year CPR cards may be submitted for a total of 12 CEUs. Applicants may submit a copy of the front and back of the card(s). Do not send originals.

Authorship and item writing

See the Authorship and Item Writing Recertification Points flyer for policies on earning recertification points for authorship and CMA (AAMA) Examination item writing.

How to document recertification points

Applicants must record recertification points on the Recertification by Continuing Education Verification for Mail-In Application 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.

Applications submitted early

Recertification by Continuing Education applications received up to six months prior to a recertification date will be processed immediately and a new recertification expiration date will be assigned if an affidavit is received or if the option for early recertification is checked on the application. Applications received prior to the six months preceding a recertification expiration date will be returned unless early recertification is selected. Applicants are advised to check the "My Certification Information" page of the AAMA website (www.aama-ntl.org) or by calling the AAMA to verify their expiration date prior to applying for recertification.

Processing period

- **All AAMA CEUs**

  Recertify and update your status *instantly* online or by phone by completing all 60 CEUs in the required content areas through AAMA CEUs.

- **Non-AAMA CEUs**

  Regular: Mail your completed application to the AAMA or upload your non-AAMA CEUs documentation online under Continuing Education/Apply to Recertify by CE. Review of recertification applications can take up to 30 days. If all criteria are met, recertification is granted.

  Expedited online: To expedite processing with non-AAMA CEUs, apply online under Continuing Education/Apply to Recertify by CE and upload your non-AAMA CEUs documentation along with an additional $30 processing fee. Your application will be reviewed within five to seven business days. If all criteria are met, recertification is granted.

If problems need to be rectified, processing may take up to 30 days.

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

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.

- 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

CMA (AAMA) Recertification by Continuing Education
Continuing Education Verification for Mail-In Applications

Read the application instructions before completing this sheet. Enter or neatly PRINT the information. On each page you use, enter your name, your AAMA member ID number or last four digits of Social Security number for nonmembers, and the page number.

To convert credits to points, see "Converting to recertification points" in the instructions. For information on how to determine the content category, refer to the section "Accepted areas of content." Supportive documents must be attached to this form.

Note: *This form is for mail-in applications only. Complete the fillable form, print, and mail to the AAMA according to the application instructions.*

Applicants for online recertification do not need to fill out this form.

Name:

Member—AAMA ID number:

Nonmember—Last four digits of Social Security number:

Page number:

1	2	3	4	5	6	7	8	9
Date of Activity (m/d/y)	Organization presenting program	Program title	Amount and type of credit earned (e.g., CEU, CME, contact hour, or college credit)	Recertification points		Points per content area		
				AAMA CEUs	Other credit	Gen.	Adm.	Clin.
If using more than one page, copy the cumulative total for each column (5–9) from the previous page ☛								
10/15/16	AAMA	Depression in Geriatric Patients	4 CEUs	4		2	2	
11/24/16	Trident Chapter of Medical Assistants	Medical Nutritional Needs	3 CEUs	3		3		
12/2/16	South Carolina Society of Medical Assistants	Aspects of Diabetes	2 CEUs	2				2
10/11/17	Tri-City Chapter of Medical Assistants	Improving Your Coding Skills	4 CEUs	4			4	
11/17/17	AAMA	Introduction to Microbiology	15 CEUs	15				15
3/19/18	Tri-City Chapter of Medical Assistants	Hepatitis In-service	1 CEU	1				1
4/24/18	South Carolina Society of Medical Assistants	Child Abuse	4 CEUs	4		2	1	1
6/21/18	U. of South Carolina	AIDS Awareness	1 Credit Hr.		15	7.5		7.5
8/9/18	Administrative Seminars Inc.	Personnel Management	8 CEUs		8		8	
2/21/19	American Heart Association	Basic Life Support (BLS) for Health Care Professionals	4 CEUs	4				4
Total points in each column (5–9): (If using more than one page, copy the cumulative total for each column (5–9) to the top of the next page.)				37	23	14.5	15	30.5

CMA (AAMA) Recertification by Continuing Education
Continuing Education Verification for Mail-In Applications

Name: _____

Member—AAMA ID number: _____

Nonmember—Last four digits of Social Security number: _____

Page number: _____

Read the application instructions before completing this sheet. Enter or neatly PRINT the information. On each page you use, enter your name, your AAMA member ID number or last four digits of Social Security number for nonmembers, and the page number.

To convert credits to points, see "Converting to recertification points" in the instructions. For information on how to determine the content category, refer to the section "Accepted areas of content." Supportive documents must be attached to this form.

Note: *This form is for mail-in applications only. Complete the fillable form, print, and mail to the AAMA according to the application instructions.*

Applicants for online recertification do not need to fill out this form.

1	2	3	4	5	6	7	8	9
Date of Activity	Organization presenting program	Program title	Amount and type of credit earned	Recertification points		Points per content area		
(m/d/y)	AAMA approved: Provide the program approval code (recorded on the AAMA CEU transcript). Non-AAMA: Provide sponsor name.		(e.g., CEU, CME, contact hour, or college credit)	AAMA CEUs	Other credit	Gen.	Adm.	Clin.
If using more than one page, copy the cumulative total for each column (5–9) from the previous page ☛								
Total points in each column (5–9): (If using more than one page, copy the cumulative total for each column (5–9) to the top of the next page.)								

CMA (AAMA) Recertification

By the Continuing Education By-Mail Method Application

Complete and mail this form or
APPLY ONLINE!
Eligibility rules apply

Instructions

1) Enter or neatly PRINT all information applicable to you.

2) Verify your CMA (AAMA) expiration date on the "My Certification Information" page of the AAMA website or by calling the AAMA.

3) Enclose all required attachments (see "How to document recertification points") Fasten multiple pages securely together.

4) 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.

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

6) Print out completed electronic form or tear off and mail the application and required attachments to:

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

Questions? Call: 800/228-2262
Website: www.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 Certifying Board of the AAMA.

Member—AAMA ID number _____

Nonmember—last four digits of Social Security number _____

Last name _____

First name _____ Middle initial _____

Address line 1 _____

Address line 2 _____

City _____ State_____

ZIP code + 4 _____ - _____

Home phone (_____) _____ - _____

Work phone (_____) _____ - _____ Extension _____

Email _____

Previous last name _____

☐ **I have verified my CMA (AAMA) expiration date.** I have confirmed the date by viewing it on the AAMA website or by calling the AAMA.

☐ **I want to recertify early.** If my application is approved, I understand that my new expiration date will be 60 months from the month in which I have been recertified.

☐ **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. A $25 administrative fee will be assessed for returned checks, charge-backs, or declined charge payments. **All fees are nonrefundable and nontransferable.**