

# CMA (AAMA)<sup>®</sup> Certification/Recertification Exam Eligibility



In the specialized world of health care, one versatile professional stands out—the CMA (AAMA). Offered by the Certifying Board of the American Association of Medical Assistants (AAMA), the CMA (AAMA) designates a Certified Medical

Assistant (CMA) who has been credentialed by the AAMA Certifying Board. CMAs (AAMA) are multiskilled health care professionals who are proficient in administrative and clinical procedures. They are primarily employed in ambulatory care settings and are viewed by physicians as vital members of the health care delivery team.

***To be eligible to apply for the CMA (AAMA) Certification/Recertification Examination, the candidate must be one of the following:***

## **Category 1 | Completing student or recent graduate of a [CAAHEP or ABHES accredited medical assisting program](#)**

The candidate must have graduated from or be about to complete a medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES).

- **Completing students** may take the CMA (AAMA) Exam no more than 30 days prior to completing their formal education and practicum.
- **Recent graduates** are those who apply for the exam within 12 months of graduation.

## **Category 2 | Nonrecent graduate of a CAAHEP or ABHES accredited medical assisting program**

A candidate who applies for the exam more than 12 months after graduation is a nonrecent graduate.

## **Category 3 | CMA (AAMA) recertificant**

The candidate must have previously passed the CMA (AAMA) Certification Exam and is applying to recertify the CMA (AAMA) credential.

***Reasons that a candidate would not be eligible for the exam are as follows:***

1. Initial candidates for the CMA (AAMA) Exam are allowed three opportunities to take and pass the examination after January 1, 2010. If the candidate does not pass the exam after three attempts, the candidate is no longer eligible for the CMA (AAMA) credential.
2. Candidates who graduate from a CAAHEP or ABHES program that was accredited at any time during the student's enrollment, or who graduated within the 36 months prior to the program becoming CAAHEP or ABHES accredited are eligible to apply for the CMA (AAMA) Exam under Category 1 or 2. The 12-month period for student or recent graduate fee eligibility begins on the date that the program is granted CAAHEP or ABHES accreditation. There are no exceptions to this policy and there are no refunds. Individuals may contact AAMA certification staff to inquire about their eligibility; however, final determinations are made only upon review of submitted exam applications.
3. 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 a candidate wishes to request that the Certifying Board permit them to take the test, that candidate must submit a Request for Waiver form (available at [www.aama-ntl.org](http://www.aama-ntl.org)) and written evidence that demonstrates their felony conviction or plea should not prevent them from taking the CMA (AAMA) Exam.

The CMA (AAMA) must be recertified every 60 months to demonstrate current knowledge. For more information on certification and recertification visit the AAMA website or contact the Certification Department:

Website: [www.aama-ntl.org](http://www.aama-ntl.org)

Phone: 800/228-2262

E-mail: [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org)



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