

CMA (AAMA) 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) represents a Certified Medical Assistant (CMA) who has been credentialed by the AAMA Certifying Board.

CMA (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, you must be one of the following:

Category 1: Completing students and recent graduates of CAAHEP or ABHES accredited medical assisting programs.

You are a candidate in this category if you have graduated from or are about to complete a medical assisting program accredited by the Commission on Accreditation of Allied Health (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES).

- Completing students may take the CMA (AAMA) Certification Examination no more than 30 days prior to completing their formal education, including an externship.
- Recent graduates are those who apply for the exam within 12 months of graduation.

Category 2: Nonrecent graduates of a CAAHEP or ABHES accredited medical assisting program.

You are a candidate in this category if you are a graduate of a medical assisting program accredited by the Commission on Accreditation of Allied Health (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES) whose graduation date is more than 12 months prior to the date your application is postmarked.

Category 3: CMA (AAMA) recertificant

You are a candidate in this category if you have previously passed the CMA (AAMA) Certification Examination and were awarded the CMA (AAMA) credential.

Two important reasons that you would not be eligible for the exam are as follows:

1. If you are not attending or have not graduated from a medical assisting program that is CAAHEP or ABHES accredited or

that was CAAHEP or ABHES accredited within three years of your graduation from the program you are not eligible for the exam. There are no exceptions to this policy and there are no refunds. You may contact AAMA certification staff to inquire about your eligibility; however, final determinations are made only upon review of submitted exam applications.

2. Generally, individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the CMA (AAMA) Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to, the following:

- The age at which the crime was committed
- The circumstances surrounding the crime
- The nature of the crime committed
- The length of time since the conviction
- The individual's criminal history since the conviction
- The individual's current employment references
- The individual's character references
- Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients

If you wish to request that the Certifying Board permit you to take the test, submit written evidence of mitigating circumstances prior to applying for the exam or with your exam application, which—in your opinion—demonstrates that your felony conviction or plea should not prevent you from taking the CMA (AAMA) Certification Exam. A Request for Waiver Form may be obtained by contacting the AAMA Certification staff.

The CMA (AAMA) is required to recertify every five years to demonstrate current knowledge. Additional information on certification and recertification can be obtained by contacting the AAMA Certification Department at **312/424-3100**.



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