



Summary of the 2025 Occupational Analysis Report for the CMA (AAMA) Certification Exam



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS.

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The CMA (AAMA)[®] Certification Program is accredited by the National Commission for Certifying Agencies (NCCA) under the NCCA *Standards for the Accreditation of Certification Programs (Standards)*.¹ The *Standards* require accredited certification programs to periodically conduct a job analysis (also known as an occupational analysis, role delineation study, or job-task analysis). Note the following from the NCCA *Standards*:

Standard 14: Job Analysis

The certification program must have a study that defines and analyzes descriptions of job-related elements linked to the purpose of the credential.

Essential Elements:

A. The job analysis must lead to clearly delineated job-related elements (e.g., domains; tasks; competencies; and knowledge, skills, and abilities) that characterize proficient performance.

B. The program must conduct a job analysis in accordance with sound psychometric practice. ...

C. The report of the job analysis must describe the methods, results, and outcomes of the job analysis study, including supporting documentation for each element and sufficient information to justify the study's findings and conclusions. The program must make a summary of the study publicly available.

D. The program must conduct a job analysis frequently enough to ensure that the content specifications accurately reflect current practice.¹

As indicated in the above standard, the purpose of an occupational analysis is to validate the knowledge and tasks relevant to the practice of a profession or occupation. Such analysis must be conducted "frequently enough to ensure that the content specifica-

tions accurately reflect current practice."¹ To fulfill this requirement, the Certifying Board of the American Association of Medical Assistants[®] (AAMA) retained Prometric, a leading testing and measurement firm, to conduct an occupational analysis for the CMA (AAMA) Certification Exam in 2025. The following is a summary of the 2025 *Occupational Analysis Report for the CMA (AAMA) Certification Exam*, prepared by Prometric for the Certifying Board, including some verbatim excerpts.

Developing the Survey

First, medical assisting subject matter experts (SMEs) identified the knowledge elements and tasks important for medical assistants. The next step was to gather survey data on the importance of the knowledge elements needed by medical assistants and the importance and frequency of tasks performed by medical assistants. The knowledge elements and tasks identified by the SMEs were put into survey form, pre-tested, and put into final survey form.

Each survey participant was asked to rate the importance of knowledge elements from "Very Important" to "No Importance." Participants were asked to rate the importance of tasks from "Very Important" to "No Importance" and the frequency of tasks from "Very Often (Daily)" to "Never/Not Applicable."

Survey Responses

A total of 851 participants completed the survey. Based on the analysis of survey responses, a representative group of medical assistants completed the survey in sufficient numbers to meet the requirements to conduct statistical analysis.

Analysis of the Survey Data

As previously noted, the purpose of the survey was to validate the tasks and knowledge that relatively large numbers of medical assistants

judged to be relevant (verified as important) to their work. This objective was accomplished through an analysis of the average importance ratings for knowledge elements and task statements and average frequency ratings for tasks. The derivation of test specifications from those statements verified as important by the surveyed medical assistants provides a substantial evidential basis for the content validity of credentialing exams.

Development of the Test Specifications

Prometric staff facilitated a meeting to develop the test specifications based on the occupational analysis results. The meeting focused on the following:

- Finalizing the knowledge statements that are important for inclusion based on the survey results
- Finalizing the task statements that are important for inclusion based on the survey results
- Establishing the percentage test content weights for each area on the exam
- Creating a linkage between the knowledge elements and tasks

Final Major Domain Weightings Established by the Certifying Board

The Certifying Board of the AAMA evaluated the results of the survey and the analysis of Prometric and determined that the weighting of the major domains of the *Content Outline of the CMA (AAMA) Certification Exam*² should be the following:

- Clinical: 65%
- General: 20%
- Administrative: 15% ♦

References

1. National Commission for Certifying Agencies. *Standards for the Accreditation of Certification Programs*. Revised October 2021.
2. Certification. American Association of Medical Assistants. Accessed May 1, 2026. <https://www.aama-ntl.org/certification>