What Is the Task Force for Test Construction (TFTC)?

The Certifying Board of the American Association of Medical Assistants® (AAMA) and the Task Force for Test Construction (TFTC) work with the National Board of Medical Examiners (NBME) to develop an examination that tests the depth and scope of knowledge needed by career-ready CMAs (AAMA)®. An integral part of this process is writing questions (item writing) for the CMA (AAMA) Certification Exam.

Who Serves on the TFTC?

A variety of health care practitioners and educators serve as subject matter experts (SMEs) on the TFTC:

- CMAs (AAMA) (practitioners and educators)
- Physicians
- Physician assistants
- Nurse practitioners

What Are the Benefits?

As a member of the TFTC you will enjoy a rewarding experience:

- Expand your network of professional colleagues.
- Enhance your item writing, communication, and teamwork skills.
- Receive 15 recertification points for completed assignments and meeting participation.

What Will You Accomplish?

By joining a team of exam item writers, members of the TFTC show their commitment to the credential and achieve these goals:

- Shape the future of the premier medical assisting credential.
- Maintain the highest standards of CMA (AAMA) certification.
- Enhance recognition of CMAs (AAMA).
- Protect patient safety through credentialing.
- Ensure CMAs (AAMA) are qualified to serve in a respected position on the health care delivery team.
What Is the Time Commitment?

Members of the TFTC are appointed for a term that includes three writing assignments over a four-year period, and may expect the following time commitments:

- One writing assignment per year (approximately 25–35 items)
- Approximately 30 to 40 hours per writing assignment each year
- Approximately three months allotted to complete each writing assignment
- Attendance at a two-day TFTC meeting in Philadelphia each year*
- New members attend an item-writing workshop in Philadelphia one day prior to the TFTC meeting.

*Travel expenses paid, including airfare, ground transportation, lodging, and food

Any Other Considerations?

Members of the TFTC may not engage in the following activities:

- Take the CMA (AAMA) Exam or participate in a review course for the exam for 24 months after leaving the TFTC.
- Serve on any other national medical assisting board, MAERB, or as an accreditation site surveyor during tenure on the TFTC.
- Edit, publish, author, coauthor, contribute to, or review medical assisting textbooks or any information that has the potential to be a conflict of interest or use any information gained during tenure on the TFTC.

Am I Qualified?

Many join the TFTC concerned they cannot write test questions, but find they can—and they enjoy it! The NBME trains new SMEs in item-writing techniques. Here’s what you can expect:

- The NBME staff instructs you on how to write questions, including what is and what is not acceptable.
- You will be given an assignment to write questions based on the CMA (AAMA) Certification Exam Content Outline and your area of expertise.
- The NBME editor reviews your questions and makes suggestions for revisions.
- With this interim editing, you may use the revisions, make revisions of your own, or keep the original question.
- The TFTC members work together to further refine and complete the questions during on-site meetings in Philadelphia.

How Do I Apply?

Visit the website or contact the AAMA Certification Department and request the following:

- Volunteer Leadership Position Descriptions (includes qualifications for the position)
- Volunteer Leadership Application Form

AAMA Certification Department

Phone: 800/228-2262
Fax: 312/899-1259
Email: Certification@aama-ntl.org