



AMERICAN ASSOCIATION  
OF MEDICAL ASSISTANTS®

# CMA (AAMA)®

## Certification Exam Application

*A publication of the Certifying Board of  
the American Association of Medical Assistants®*



**APPLY ONLINE!**

Eligibility rules apply.



The Certification Program of the Certifying Board of the AAMA 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.

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## Exam Application Steps

## Exam Application



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# About the Exam

## The CMA (AAMA)® Credential

The Certified Medical Assistant (AAMA)®—or CMA (AAMA)®—credential represents a medical assistant who has been credentialed through the Certifying Board of the American Association of Medical Assistants® (AAMA). The credential is awarded to candidates who pass the CMA (AAMA) Certification Exam. The credential must be recertified every 60 months by continuing education or exam to give evidence of continuing competency and knowledge, and thus better protect patients. The CMA (AAMA) must have current status in order to use the credential.

*The Certifying Board of the American Association of Medical Assistants (AAMA) does not discriminate among applicants as to age, sex, gender, race, religion, or national origin. Membership in the AAMA is not required. Policies of the Certifying Board and fees are subject to change without notice.*

## Exam Eligibility and Requirements

The following outlines the eligibility categories and pathway, requirements, and fees required to sit for the CMA (AAMA) Certification Exam:

Eligibility, Documentation, and Fees*		
Eligibility Category or Pathway	Required Documentation	Fee (Nonrefundable)**
<b>Category 1</b> Completing student or recent graduate of a medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES).	<b>Category 1</b> No documentation required. Your program completion—including a practicum—must be verified by your program director in order for you to receive your certification.	<b>Category 1</b> \$125
<b>Category 2</b> Nonrecent graduate of a CAAHEP- or ABHES-accredited medical assisting program	<b>Category 2</b> Official transcript	<b>Category 2</b> \$125 AAMA members \$250 nonmembers
<b>Category 3</b> CMA (AAMA) recertificant	<b>Category 3</b> No documentation is necessary if you have provided your CMA (AAMA) certificate number and most recent certification or recertification date on the application.	<b>Category 3</b> \$125 AAMA members \$250 nonmembers
<b>Category 4</b> <b>Alternative Pathway</b> Graduates of postsecondary medical assisting programs and postsecondary medical assisting apprenticeship programs that meet certain requirements  For more information, see the “ <a href="#">Exam Eligibility Requirements</a> ” webpage.	<b>Category 4</b> At a minimum, the following documentation will be required: 1. Transcript (an unofficial transcript may be submitted for initial review, but if approved, an official transcript may be required). 2. Attestation Letter I. and II. If curriculum requirements and other criteria are not sufficiently documented, additional documentation will be needed	<b>Category 4</b> No fee to apply and submit documentation for review to determine eligibility.  Once eligibility is confirmed, the following exam fees apply:  \$125 AAMA members or recent graduates \$250 nonmembers
<b>Ineligible Candidate</b> If you do not meet the exam eligibility requirements, your application will be canceled. The candidate fee, less a \$65 administrative fee, will be refunded within four to six weeks after your application has been reviewed.		

### Accreditation Periods

Under Category 1 or 2, candidates who graduate from a CAAHEP- or ABHES-accredited 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) Certification Exam. The 12-month period for student or recent graduate fee eligibility begins on the date that the program is granted CAAHEP or ABHES accreditation.

\*The candidate fee applies for each exam attempt.

\*\*The candidate fee must accompany the application. If complete payment for all current, outstanding, or past due fees is not received by the AAMA, you will not be able to schedule an exam session. Acceptance of payment by the AAMA does not imply exam eligibility.

- Fee payments are nonrefundable and are nontransferable to another candidate or to another 90-day testing period.
- **Do not send personal checks.** Candidate fees must be paid by money order, credit or debit card, cashier’s/certified check, or institution check.
- A \$25 service charge will be assessed to you for returned institution checks, declined credit cards, and credit card charge-backs. Your application will not be approved until these fees are successfully submitted.

# About the Exam (Continued)

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## Grounds for Denial of Eligibility

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The following are grounds for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA):

- Obtaining or attempting to obtain certification or recertification of the CMA (AAMA) credential by fraud or deception
- Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception
- Misstatement of material fact or failure to state a material fact in application for certification or recertification
- Falsifying information required for admission to the CMA (AAMA) Certification Exam, impersonating another examinee, or falsifying education or credentials
- Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about exam content during the CMA (AAMA) Certification Exam
- Unauthorized possession or distribution of exam materials, including copying and reproducing exam questions

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 to take the CMA (AAMA) Certification 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 test, you must submit a [Request for Waiver Form](#) (available on the AAMA website) and written evidence that demonstrates your felony conviction or plea should not prevent you from taking the CMA (AAMA) Certification Exam. See the Request for Waiver Form for important details.

# Exam Information and Policies

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## Exam Retake Policy

Candidates for the CMA (AAMA) Certification Exam are allowed a limit of three (3) opportunities to take and pass the exam. If the candidate does not pass the exam after three (3) attempts, the candidate is no longer eligible for the CMA (AAMA) credential unless verification (an official transcript) is provided that the candidate enrolled in the same or another accredited medical assisting program again and completed all requirements for the program.

## Credential Expiration/Recertification

All newly certified and recertifying CMAs (AAMA) will be current for 60 months from the end of the calendar month of initial certification or most recent recertification.

Those not recertifying on or before the expiration date of their credential will be considered as having an expired credential. Payment of a \$50 reactivation fee plus the recertification by exam fee or recertification by continuing education application will be required when recertifying after the credential has expired.

An individual whose credential has expired for more than three months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification Exam.

For more information on recertification by continuing education, visit the "[Apply to Recert by CE](#)" webpage.

## Verification of Program Completion

If you are a completing student or recent graduate, your program director will receive a form that must be completed to verify that you fulfilled all formal coursework requirements and that you did not take the CMA (AAMA) Certification Exam before completing the classroom portion of your medical assisting program.

*Note that you may be required to document your program completion by submitting an official transcript or other proof of graduation if information is later received that an error was made regarding your program completion.*

*Program directors and their designees who negligently or fraudulently verify that an examinee has completed all program requirements as described in this application may be subject to disciplinary sanctions by any certifying or licensing body whose credential they hold. Such violations may be reported to CAAHEP or the ABHES.*

## Ninety-Day Testing Period

Each candidate is allowed a 90-day period in which to take the exam. Your 90-day testing period will be assigned based on the testing period start date you indicate on your application. The start date should be the earliest date that you wish to sit for the exam.

The AAMA Certification Department reserves the right to assign a testing period start date to a candidate (e.g., if the application is received after the required due date, no start date was given, or if an inappropriate start date was listed).

## Transfer to a New Testing Period

For a \$65 fee, a candidate may transfer to a new 90-day testing period. Requests must be submitted in writing to the AAMA Certification Department at least 30 days prior to the end of the original testing period. Only one transfer is allowed.

## Application Timelines

If submitting the application online, please allow 24 hours after registering to receive the email from PSI with scheduling instructions. If submitting the application by mail, please allow two weeks for processing.

Applicants can schedule their exam as soon as their application is completed and their payment is processed.

*Note: Applicants who must submit specific documentation must allow extra time for application processing:*

- *Candidates requesting a waiver due to having been found guilty of a felony, or pleaded guilty to a felony, or having a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board*
- *Nonrecent graduates who do not submit an official transcript with their application*

## Application Status

Once your eligibility for the exam has been confirmed and you have completed your application, an email will be sent to you from No-Reply@psixams.com within 24 hours to schedule your exam. Contact the AAMA Certification Department if you do not receive notification.

**Incomplete status.** If the required documentation or payment is missing, your status will be noted as "Incomplete." Reasons why an application is considered incomplete may include the following:

- Nonpayment of fees, insufficient fees, or a declined credit/debit card
- Missing CAAHEP or ABHES accreditation code
- Missing official transcript (applies to nonrecent graduates)
- Missing felony waiver (also known as the [Request for Waiver Form](#)) and documentation

Failure to respond as requested will delay your testing period start date and may nullify your application so that you will need to reapply, as well as pay the candidate fee again.

# Exam Information and Policies (Continued)

## Candidate Name/Address Specifications

Exam information will be sent to the email address you provide on your application. You must include a valid email address. The name on your application will be the information that is provided to the testing center when you schedule and sit for your exam. The name on your application, therefore, **must** exactly match the name on the ID you present at the test center. (See “*Test Center Identification Requirements.*”) If the name on your ID does not exactly match the name at the testing center, you will be turned away from the testing center and considered a no-show. You will then need to reapply for the exam and pay the full exam fee.

You are responsible for providing updates to your email and mailing addresses. The AAMA is not responsible for correctly addressed items that, for any reason, are not delivered to you. Take these precautions to help ensure you receive important notifications:

- Use an email address that will be valid for the next year (school addresses often are closed after graduation).
- Add [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org) and [No-Reply@psixams.com](mailto:No-Reply@psixams.com) to your approved email list.
- Check your spam or junk email folder for emails from “CMA Exam” and “PSI.”

## Release of Information

Certification status is a matter of public record and may be released. The following information is not of public record and cannot be divulged without the written permission of the applicant:

- Exam enrollment status
- Exam eligibility category
- Certification date
- Number of recertifications
- Certificate number
- Number of activities listed in continuing education registry
- Exam score
- Personal information, such as contact information
- Number of exam attempts

Refer to “Applicant Agreement” for limited exceptions to the release of information.

## Special Accommodations

People with disabilities who require special accommodations on exam day must first be completely enrolled for the CMA (AAMA) Certification Exam before submitting a test accommodations request to PSI. Once completely enrolled and a scheduling email is received, candidates must use the [PSI special accommodations link](#) to submit the request and all required documentation to PSI. For more information, please review the [PSI requirements for exam accommodation requests](#).

While the Certifying Board will make every effort to fulfill special accommodation requests, it reserves the right to deny or postpone requests which are not submitted as specified above or which, in the judgment of the Certifying Board, would jeopardize the security of the exam material or the integrity of scores derived from the exam.

## Study Suggestions

Visit the [AAMA website](#) for [study resources](#), including the following:

- **Content Outline for the CMA (AAMA)<sup>®</sup> Certification Exam.** The CMA (AAMA) Certification Exam is based on the current [Content Outline](#), which is developed in relation to the latest occupational analysis of medical assistants. Examinees should be familiar with the subject matter and topics listed in the *Content Outline* that is effective during their testing period.
- **CMA (AAMA) Certification Practice Exam.** The 200 questions in this [online practice exam](#) will increase your familiarity with the types of questions that will be on the CMA (AAMA) Certification Exam. *Note: None of the questions in the practice exam will be on the actual exam.*
- **Anatomy and physiology and medical terminology questions.** These provide an opportunity to test your knowledge of these topic areas.

## Request for an Appeal

Anyone may appeal an action or decision of the AAMA Certification Department and/or the Certifying Board by submitting a written request (i.e., by submitting the [Appeal Request Form](#)) to the AAMA Certification Director.. This right to appeal includes exam scores. The Certifying Board will govern the appeal request, the review process, and the final response.

## Public Access to Aggregate Exam Results

Individuals or entities may request from an institution the aggregate CMA (AAMA) Certification Exam performance results of its graduates and ask for the right to verify the institution’s report of the results with the AAMA Certification Department. Verification that the institution has granted this right must be in writing and signed. Contact information for the signee must be included.

## AAMA Membership

Membership in the AAMA is not required for certification or recertification. If you fulfill the eligibility requirements and your membership dues are paid prior to or at the time of application for the exam, then you are eligible for the AAMA member rate.

To join, enroll online at [www.aama-ntl.org](http://www.aama-ntl.org) or call the AAMA Membership Department at 800/228-2262.

## AAMA Contact Information

For answers to questions about the certification process, visit the AAMA website or contact the AAMA Certification Department:

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

**Email:** [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org)

**Phone:** 800/228-2262 or 312/899-1500

# Test Center Scheduling and Policies

## Exam Scheduling

You must first have [applied for](#) and been approved for testing by the AAMA before scheduling your exam with PSI. Once approved by the AAMA, it is your responsibility to contact PSI to schedule the exam.

**Important:** Test center schedules are only available 90 days ahead of time. While you are permitted to enroll at any time, you will not be able to schedule your exam appointment until 90 days prior to your selected testing period start date. (For example, if you selected a November 1 start date, you will not be able to see scheduling information for your preferred test center until August 3).

### Online

1. You will receive an eligibility email from PSI. Select the link imbedded in the email or select the following URL: <https://test-takers.psiexams.com/aama>.
2. Select “**Tests**” to create an account.
3. Select “**CMA (AAMA) Certification Exam.**” You are ready to create an account.
4. Select “**LOGIN/REGISTER.**”
5. You will be prompted to create an account with PSI.
  - Your AAMA ID number, first name, last name, and email address must exactly match what is in your AAMA record in order to create an account with PSI. You may access your AAMA ID number by logging into the [AAMA website](#) and selecting “My Account.” Your ID will be found under the “Profile” section.
  - The first and last name must match exactly with your current, valid, government-issued ID. If the first or last names do not exactly match, please contact the Certification Department right away to update your name.
6. Select your test format: “**Test Center.**”
7. Enter the city or ZIP code and select “**FIND.**”
8. Select a date and time to book an appointment.
9. You will receive a message confirming the test center, booked date, and booked time. Please review the booking before selecting “**CONFIRM.**” Once your booking is confirmed, select “**DONE.**”

If you have problems, contact PSI at 855/340-0092 for help.

### Telephone

PSI registrars are available to schedule your appointment for the exam. Call 855/340-0092, Monday through Friday, between 7:30 a.m. and 10 p.m. ET, and Saturday through Sunday between 9 a.m. and 5:30 p.m. ET.

## Rescheduling/Canceling an Exam Appointment

- Tests must be canceled or rebooked no later than 24 hours prior to your booked testing time.
- Failure to cancel or rebook within this time will result in forfeiting your right to defer to future test windows.
- By not starting your test within 15 minutes after your booked test time, you automatically forfeit your test fee. Test fees are nonrefundable.
- You may reschedule [online](#) or call PSI at 855/340-0092.

*Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI and speak directly to a customer service representative.*

## Missed Appointment or Late Cancellation

If you miss your appointment, you will not be able to take the exam as scheduled. You will forfeit your exam fee if you:

- Do not cancel your appointment 24 hours before the scheduled exam date
- Do not appear for your exam appointment
- Arrive after your exam start time
- Do not present proper identification when you arrive for the exam. (See “*Test Center Identification Requirements*”)

## Test Center Identification Requirements

On your exam day, you must bring to the test center your unexpired, government-issue form of ID that includes both your photograph and signature (e.g., a driver’s license or passport). If your ID contains your photograph and not your signature, you may use another form of unexpired identification that contains your signature (e.g., an employee ID card or credit card) to supplement your photo-bearing, government-issue ID.

The first and last names on your ID *must* exactly match the names in AAMA and PSI records. The only acceptable difference would be the presence of a middle name, middle initial, or suffix on one document and its absence on the other. If you do not have acceptable forms of ID, you will not be allowed to test.

**Take immediate action.** Contact the AAMA Certification Department immediately at 800/228-2262 or [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org) if the name on AAMA and/or PSI emails differs from how your name appears on your government issued photo ID. Allow five business days for any corrections to be made. Name changes or corrections cannot be made fewer than five business days prior to your scheduled test appointment.

## Test Center Cancellations/Rescheduling

In the event of bad weather, a natural disaster, or other emergency, the Certifying Board and PSI will determine whether circumstances warrant cancellation and rescheduling of exams at a particular test center.

Exams will not be canceled and rescheduled if the test center administrator is able to open the test center. Every attempt will be made to administer all exams as scheduled. However, should an exam be canceled at a test center, all affected candidates will be contacted about rescheduling their exams.

## Arrival and Admittance

Arrive at the PSI test center 30 minutes before your scheduled appointment. If you arrive late, you may not be admitted. If you are not admitted, you will need to enroll again and pay the normal exam fee in order to take the exam.

# Test Center Scheduling and Policies (Continued)

## Exam Security

Test center staff monitor all test sessions for the exam. You must follow the instructions of test center staff. Failure to do so may result in a determination of irregular behavior.

If staff observe you violating rules or engaging in other forms of irregular behavior, they will not necessarily tell you of the observation at the time of the exam.

Test center staff members are not authorized to answer questions regarding exam content, test software, or scoring.

You may not bring any personal belongings into the test area, including but not limited to the following:

- Mechanical or electronic devices (e.g., cell phones, personal digital assistants [PDAs], calculators, watches, electronic paging devices, recording or filming devices, or radios)
- Outerwear (e.g., coats, jackets, headwear, or gloves)
- Book bags, backpacks, handbags, briefcases, or wallets
- Books, notes, written materials, or scratch paper
- Food, candy, gum, or beverages

You must store personal items in a designated locker outside the secure test area. Keep in mind that the storage facilities are small and that all stored mechanical or electronic devices must be turned off. Personal items and their contents may be subject to inspection. Any materials that reasonably appear to be reproductions of any AAMA exam materials will be confiscated. Making notes of any kind during an exam, except on the materials provided by the test center, is not permitted.

## Rules of Conduct

When you submit an application for the CMA (AAMA) Certification Exam, you agree to abide by the following rules of conduct:

- You are the person enrolled for the exam.
- You will not give, receive, or obtain any form of unauthorized assistance during the exam or your break.
- You will not have in your possession any formulas, study materials, notes, papers, or electronic devices.
- Before entering the test room, you will place any formulas, study materials, notes, or paper in your possession in a locker. All personal belongings must also be placed in a locker before you enter the test room.
- You will not leave your test station for a break unless the break screen is visible on your monitor.
- You will not use a telephone or other communication device at any point during the exam, including breaks, for any purpose related to test content.
- You will not remove materials in any form (written, printed,

recorded, or any other type) from the test center.

- All exam materials remain the property of the Certifying Board, and you will maintain confidentiality of the materials. You will not reproduce or attempt to reproduce exam materials through memorization or any other means. Also, you will not provide information relating to exam content that may give or attempt to give unfair advantage to individuals who may be taking the exam. This includes verbally sharing or posting information regarding exam items and/or answers on the internet.

If you violate these rules of conduct, you may be directed to leave the test center before you complete the exam. Evidence of violation of any test administration rule, including these rules of conduct, may result in disciplinary sanctions. See [AAMA Code of Conduct and Disciplinary Standards and Procedures for CMAs \(AAMA\) and Exam Candidates](#) for details.

## About the Exam

Before the exam begins, there will be an optional tutorial that shows how to navigate through the exam. The maximum time allowed for the tutorial is five minutes. The time used for the tutorial is not counted as part of the test time and will not affect your score.

Upon completion of the optional five-minute tutorial, the exam will be administered in four 40-minute segments. You will have three optional breaks between each segment totaling 20 minutes. The first break after segment one will be five minutes, the second break after segment two will be ten minutes, and the third break after segment three will be five minutes. Your test time will not be extended if you decline the tutorial or the optional break time. You will have 160 minutes to answer all the exam questions. The maximum time allowed for your exam appointment, not including the tutorial or post-exam survey, is three hours (180 minutes).

Once you begin, the exam cannot be canceled or rescheduled unless a technical problem requires rescheduling. If a computer problem occurs during the test, you should notify test center staff immediately. In the rare event of a technical problem, the test software is designed to allow the test to restart at the point it was interrupted. In most cases, the test can be restarted at the point of interruption with no loss of test time. If a technical problem requires your exam to be rescheduled, you will be allowed to test at a later date at no additional cost.

The exam consists of 200 multiple-choice questions. Of these, 180 questions will be scored and 20 will be unscored (pretest). The pretest questions are included for evaluation and the possible use as scored questions on future exams. The pretest questions are randomly placed throughout the exam and cannot be identified by the candidates. A candidate's score is based on the number of correct responses to only scored questions. The pretest questions are not counted toward a candidate's score.

After completing the exam, you have the opportunity to respond to a survey about the exam and test center conditions.

# Post-exam Information and Policies

## On-Site Pass/Fail Notification

An official pass/fail notification will be provided to you immediately upon your completion of the exam. A pass result for completing students and recent graduates is not verification of CMA (AAMA) certification. (See “Official Score Notification.”)

## Official Score Notification

Candidates who have fulfilled all application requirements will be emailed an *official* exam score report approximately 24 hours after testing. The passing score reflects the minimum score that must be achieved to pass the exam. The Certifying Board established the minimum passing score based on universally accepted psychometric methodology and reserves the right to change the minimum passing score as appropriate. The current minimum passing score for the CMA (AAMA) Certification Exam is 405.

The official exam score report will include your overall scaled score and scaled score of general, administrative, and clinical content areas to help you interpret your exam performance and identify areas of strength and weakness.

Candidates who pass the exam and receive official notification of their scores will be awarded the CMA (AAMA) credential.

## Withholding/Withdrawing CMA (AAMA) Certification

To receive your official score notification, you must fulfill all CMA (AAMA) Certification Exam application requirements. If you apply under Category 1, you will not be awarded the CMA (AAMA) credential until your program director verifies that you completed all formal program requirements, including the practicum. (See “Exam Eligibility and Requirements,” the “Eligibility, Documentation, and Fees” table, and “Verification of Program Completion.”)

If documentation to verify eligibility to receive official scores is not submitted, you will not receive your certification status and your scores will not be released to you. You must then reapply for the exam and pay the exam fee.

The Certifying Board reserves the right to void or withdraw exam results if, upon investigation, violation of Certifying Board regulations is discovered. Candidates and program directors are expected to fully cooperate with any investigation.

## Digital Badge

Candidates who pass the exam and meet all application requirements (see “Withholding/Withdrawing CMA (AAMA) Certification”) will receive a digital badge from BadgeCert. An email on how to access the digital badge will be sent out within 10 business days after the date the exam was taken or when the application requirements were completed. CMAs (AAMA) may print certificates and wallet cards via their BadgeCert account. Digital badging is cutting-edge technology that allows CMAs (AAMA) to securely—and quickly—share their credential across the web, on résumés, in email signatures, and via social media outlets to celebrate and validate their achievement.

## CMA (AAMA) Recertification Requirements

To give evidence of continuing competency and knowledge and thus better protect patients, medical assistants who have been awarded the CMA

(AAMA) credential are required to recertify every 60 months. All newly certified and recertifying CMAs (AAMA) will be current for 60 months from the end of the calendar month of initial certification or most recent recertification. Current status is required in order to use the credential.

CMAs (AAMA) can recertify via the exam or continuing education method. See the [CMA \(AAMA\) Recertification by Continuing Education Application](#) for details on the continuing education method. Obtain information about recertifying your CMA (AAMA) credential from the [AAMA website](#) or by calling 800/228-2262.

## Verification of CMA (AAMA) Status

Certification status is a matter of public record and may be released. Anyone may verify the CMA (AAMA) certification status of current CMAs (AAMA) via the “[Verify CMA \(AAMA\) Status](#)” webpage on the [AAMA website](#).

## Applicant Agreement

*By virtue of submitting an application for the CMA (AAMA) Certification Exam, I acknowledge what follows:*

I have not served as a member of the Certifying Board of the AAMA or AAMA Task Force for Test Construction within the 24-month period prior to the date of the CMA (AAMA) Certification Exam for which I am applying.

The information supplied in this application is true and accurate to the best of my knowledge. I acknowledge that the Certifying Board may refuse to accept this application and may decline to permit me to take the exam. Further, the Certifying Board may invalidate the scores on this exam if it receives evidence satisfactory to the AAMA that the statements made by me are not true and accurate or that I engaged in any inappropriate conduct before, during, or after the exam (such as giving or obtaining unauthorized information or aid).

I understand and consent to the fact that if I am in Eligibility Category 1, the AAMA will request and must receive verification from my program director that I was enrolled in the medical assisting program and that I completed my formal education.

I agree that the information I supplied on this form may be released for the following purposes: (1) statistics and research; (2) employer recruitment of CMAs (AAMA); and (3) membership recruitment purposes by the AAMA and its state societies and local chapters.

I agree that my name and exam score, if I am an initial certification candidate, will be released to the officials of the medical assisting program from which I graduated.

I agree that my information, including first and last name, email address, certification ID, certification issued date, and certification expiration date will be sent to BadgeCert in order to receive my digital badge and wallet card.

If I do not want my information released to any party, I will instruct the Certifying Board in writing, **no later than 10 days before taking the exam**, to withhold such information. I fully understand that requests received after this time will not be honored.

I have read, understand, and will abide by the policies set forth in this *CMA (AAMA) Certification Exam Application*.

I am aware that requirements and fees listed in this application are subject to change without notice.

I am aware that all exam candidates and CMA (AAMA) certificants must abide by and are subject to the principles and disciplinary sanctions outlined in [AAMA Code of Conduct and Disciplinary Standards and Procedures for CMAs \(AAMA\) and Exam Candidates](#).

# Exam Application Steps

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## **Step 1. Verify that you are eligible for the exam.**

Review eligibility categories and pathway to ensure that you are eligible for the exam. To find out whether your program is CAAHEP or ABHES accredited, contact the AAMA Certification Department at 800/228-2262 or check the “[CAAHEP and ABHES Accredited Programs](#)” webpage on the [AAMA website](#) (www.aama-ntl.org). Those applying through Category 4, the Alternative Pathway, must submit a transcript and completed attestation form via the [Alternative Pathway webpage](#) to confirm eligibility.

## **Step 2. Review all exam policies and information.**

When you submit your application, you are acknowledging that you have reviewed and accept all provisions under “Applicant Agreement” and that you will abide by all the policies set forth in this document, so it is important to read them thoroughly.

## **Step 3. Gather your documentation.**

Gather the appropriate documentation for your eligibility category as outlined in the “Eligibility, Documentation, and Fees” table.

## **Step 4. Determine start date for 90-day testing period.**

Select the date that you wish your 90-day testing period to begin. This will determine when you should apply for the exam. (See “*Ninety-Day Testing Period*” and “*Application Timelines*.”)

## **Step 5. Monitor your email.**

Use an email address that will be valid for the next year (school email addresses often are closed after graduation). Add CMAExam@aama-ntl.org and No-Reply@psiexams.com to your approved email list. Check your spam or junk email folder if no emails are received from the AAMA or PSI.

## **Step 6. Apply for the exam.**

Complete the paper application on the last page or apply online at www.aama-ntl.org. Submit the application and your candidate fee and include any documentation you gather in Step 2. Retain a copy of the completed application and documentation for your records. If you mail your application, send only the last page of this application.

## **Step 7. Make name, email, and postal address corrections on a timely basis.**

(See “*Candidate Name/Address Specifications*” and “*Test Center Identification Requirements*.”)

## **Step 8. Schedule your exam.**

Schedule your exam appointment after your application and payment are processed.. (See “*Exam Scheduling*.”)

## **Step 9. Prepare for the exam.**

Refer to “Study Suggestions.” Also, thoroughly review the “Test Center Scheduling and Policies,” so that your test session goes smoothly.

## **Step 10. Complete the exam.**

After you have completed your exam, you will receive a pass/fail notification.

## **Step 11. Watch for your official score reports.**

You’ll be emailed your official exam scores approximately 24 hours after testing.. (See “*Post-Exam Information and Policies*.”)

## **Step 12. Watch for your Digital Badge.**

If you pass and meet all exam eligibility requirements, you will receive an email from Badges@aama-ntl.org titled “AAMA digital badge account management” within 10 business days. Add Badges@aama-ntl.org to your approved email list to ensure you receive your digital badge. This email will contain instructions for accessing and managing your BadgeCert account. You can then access and print a wallet card and certificate via your BadgeCert account. CMA (AAMA) certification is valid for a 60-month period. (See “*CMA (AAMA) Recertification Requirements*.”)

If applying via the Eligibility Category 4, the Alternative Pathway, apply online through the "[Alternative Pathway](#)" webpage. Paper applications will not be accepted.

**Candidate:** Your signature is required below to verify that you have read the *CMA (AAMA)® Certification Exam Application* and accepted all the terms of the "Applicant Agreement" before submitting this application. Contact the AAMA Certification Department before applying if you are not certain you fulfill the eligibility requirements.

**Program director:** Refer to policies under "Exam and Eligibility Requirements" and "Withholding/Withdrawing CMA (AAMA) Certification."

**Check any of the boxes that apply to you.** You must attach any necessary documentation (forms available at [www.aama-ntl.org](http://www.aama-ntl.org)).

I have been found guilty of a felony, or pleaded guilty to a felony, and have attached a completed [Request for Waiver Form](#) with documentation.

I have had a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board and have attached a completed [Request for Waiver Form](#) with documentation.

I am repeating the exam.

If you need to apply for special accommodations, you will do that after you complete your enrollment for the exam. Once completely enrolled and a scheduling email is received, candidates must use the [PSI special accommodations link](#) to submit the request and all required documentation to PSI. (See "Special Accommodations.")

**Eligibility category.** Select your category according to the "Candidate Eligibility and Requirements" and complete the information for each category:

**Category 1.** Completing Student or Recent Graduate of a CAAHEP- or ABHES-Accredited Medical Assisting Program. (Complete A, B, C, and D below.)

**Category 2.** Nonrecent Graduate of a CAAHEP- or ABHES-Accredited Medical Assisting Program. (Complete A, B, and C below.)

**Category 3.** CMA (AAMA) Recertificant. (Complete E below.)

**Category 4.** Graduate of a qualified postsecondary medical assisting program or postsecondary medical assisting apprenticeship program that meets certain requirements. (Apply online only. See the "[Alternative Pathway](#)" webpage for details.)

**A.** Expected Program Completion Date Including Practicum (Not Graduation Date): \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

**B.** Institution Name: \_\_\_\_\_

Institution Street Address, City, and State: \_\_\_\_\_

**C.** Accreditation Code (Ask your program director for the code): \_\_\_\_\_

**D.** Program Director's Name and Telephone Number (Print): \_\_\_\_\_

**E. Category 3 Applicants Only:**

CMA (AAMA) Certificate Number: \_\_\_\_\_ Date Certified: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

**Testing period start date.** The date that I want my 90-day testing period to begin: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

## Candidate Information

Last Four Digits of Social Security Number: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name or Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Your name must exactly match the name on the government-issue photo ID you bring to the test center. You will not be allowed to test if it does not match. Refer to "Test Center Identification Requirements."

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email (Required): \_\_\_\_\_

**\*Give an email other than a school-based account.**

Add [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org) and [No-Reply@psixams.com](mailto:No-Reply@psixams.com) to your approved email list.

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Previous Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Mail completed application, documentation, and payment to the AAMA:**

AAMA Certification  
7999 Eagle Way  
Chicago, IL 60678-1079  
Use complete 9-digit ZIP code



## Exam Fees

Check the appropriate box:

Completing CAAHEP/ABHES Student/Recent Graduate .....\$125

AAMA Member .....\$125

AAMA Nonmember .....\$250

A fee is required for each exam attempt.

## Expired CMA (AAMA) Credential Reactivation Fee

Reactivation fee (in addition to exam fee above) .....\$50

## Payment

Select which is enclosed:

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:

AmEx      Visa      MC      Discover

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name (Print Neatly): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Do not send personal checks. Applications that do not include proper payment may be returned and will delay your testing. A \$25 administrative fee will be assessed for chargebacks, declined charge payments, or returned checks.

I understand that all fees are nonrefundable and nontransferable.