Join the Task Force for Test Construction

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 PSI Services (PSI) 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 40 to 50 hours per writing assignment each year
- Approximately three months allotted to complete each writing assignment
- Attendance at a two-day TFTC meeting each year*  
- New members attend an item-writing workshop 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! PSI trains new SMEs in item-writing techniques. Here’s what you can expect:

- PSI 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 Content Outline for CMA (AAMA) Certification Exam and your area of expertise.
- The PSI 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.

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) (Sign in to the AAMA website first for access.)
- Volunteer Leadership Application Form

AAMA Certification Department

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