Join the Task Force for Test Construction

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 is the Task Force for Test Construction (TFTC)?
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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 up to 15 recertification points per year 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, committee, 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
• May not use any information gained during tenure on the TFTC

Am IQualified?
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
• The TFTC members work together to 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