



New Chapter Checklist

Updated March 2026

Local chapters are chartered by and directly affiliated with a state society. State societies are chartered by and directly affiliated with the American Association of Medical Assistants® (AAMA). When a state has chartered a new chapter, they notify the AAMA Executive Office so that the new chapter can be created in the database. **The AAMA Executive Office must be notified in writing by the current state society president.** When the Executive Office receives all the information about the name, location, and officers, members can be assigned to that chapter, and dues will be collected for and rebated to that chapter.

Below is information that the Membership Department *must have* to create a new chapter in the database.

Letter From the State Society President

- The letter must be on state society letterhead and emailed or mailed to the AAMA Executive Office.

Email (preferred): Membership@aama-ntl.org

CC: NMickowski@aama-ntl.org (AAMA Director of CE and Membership)

Subject line: [Insert local chapter name] Creation Notification

Mail: AAMA Attn: Membership

C/O Nick Mickowski, Director of CE and Membership

20 N. Wacker Dr., Ste. 3720

Chicago, IL 60606

- The letter should notify the AAMA Executive Office of the newly chartered/affiliated chapter and give the official name and charter/affiliation date.

The information below should be attached to, or contained within, the letter from the state president:

List of ZIP Codes to Be Assigned to the New Chapter

- It is **mandatory** to provide a list of all the ZIP codes covered by the chapter, as the database assigns members to chapters by ZIP code. **The chapter cannot be created in the database without the complete and correct list of ZIP codes.** (If you send ZIP Codes already assigned to another chapter, those ZIP codes will not be entered, unless the AAMA Executive Office receives formal instruction from the State Society President to move the ZIP codes from the original chapter to the newly created chapter.) You may

request assistance from your local post office in obtaining a ZIP code list, or you may look up ZIP codes online: www.getzips.com.

☐ Chapter Officers

- Chapter officers must be current AAMA members.
- Use the [State & Chapter Officer Election Notification Form](#) if possible. Please include all current officers for the chapter. The most commonly held officer positions are listed on the form, while the “Additional Contact” fields can be used for all other chapter officers who hold additional titles.

*Please note that all officers listed on the State & Chapter Officer Election Notification Form will have access to the chapter’s roster and have the ability to both submit program approval requests and add CEU attendance on behalf of their chapter.

Members reassigned to the new chapter will not be billed for chapter dues by the AAMA Executive Office at the time of the new chapter’s creation. During the next membership dues remittance period, which occurs annually, the new chapter’s dues will be reflected in the member’s online quotation and mailed remittance form. **If you have any questions, please call the Membership Department at 800/228-2262 or email Membership@aama-ntl.org and CC: NMickowski@aama-ntl.org.**