

**CALIFORNIA CERTIFYING BOARD FOR MEDICAL ASSISTANTS
A PRIVATE NON-PROFIT CORPORATION
P.O. BOX 462, PLACERVILLE CA 95667**

APPLICATION FOR RECERTIFICATION BY THE CONTINUING EDUCATION METHOD

GUIDELINES FOR RECERTIFICATION

- * Recertification is required every five years to maintain active CCMA status.
- * At least 60 credits are required, and must be relevant to the medical assisting profession.
- * Credits must be earned within the five years preceding application for recertification.
- * Documentation for credits must include:
 - Name of program sponsor
 - Date
 - Subject of Program
 - Amount of credit (hours/points)
 - Category (Basic, Administrative, Clinical)
- * All credits must be relevant to the medical assisting profession and fall within the scope of practice as defined in the Medical Assistant Regulations.
- * Credits earned prior to original certification date may not be used.
- * Recertification may also be obtained by retesting. Call 866 622-2262 for an application or visit www.ccbma.org.

EDUCATION POINTS REQUIRED

* Recertification by the Continuing Education Method (CME) requires points for each credential as follows:

Category	Basic	Administrative	Clinical	Any
CCMA	30	15	15	
CCMA-AC	30	15	15	
CCMA-A	30	15		15
CCMA-C	30		15	15

FEE SCHEDULE

Credential	CMAA Member	Non-Member
CCMA (Reciprocity)	\$60	\$120
CCMA-A	\$45	\$ 90
CCMA-C	\$45	\$ 90
CCMA-AC	\$60	\$120

APPLICATION FEE/REFUND POLICY

Application fee must be in the form of a money order, credit card or cashier's check only.

Personal checks will not be accepted.

Application fees for the CME Method of Recertification are non-refundable.

Failure to provide documentation upon request may result in failure to recertify and a forfeiture of application fees.

Incomplete applications will be returned for completion.

RECERTIFICATION POLICY

All CCMA credentials must be recertified every five years. Failure to do so within one year of expiration date will result in your being placed on a Non-Active Status list. This information is not confidential and may be given to an employer if requested.

Recertification by the Continuing Medical Education method is available for only one year after expiration of a current credential. Thereafter, recertification is available only by retaking the examination at the current fee and you will need to be currently employed as a medical assistant.

EFFECTIVE JANUARY 2010, ALL MEDICAL ASSISTANTS WILL BE REQUIRED TO SHOW PROOF OF CURRENT CPR CERTIFICATION. YOU MUST PROVIDE A COPY OF YOUR CARD WITH THE APPLICATION.

**CONTINUING EDUCATION CREDIT
RECERTIFICATION POINTS**

- One contact hour..... one point
(50 minutes of classroom instruction)
- One college semester unit..... 18 points
- One college quarter unit..... 12 points
- One continuing medical education unit one point

Recertification points may be accumulated from various sources. Some examples are:

1. Seminars on medical topics within our scope of practice.
2. College courses that deal with medical assisting or appropriate medical topics.
3. Self-assessment tests from Continuing Education articles printed in each issue of the CALIFORNIA MEDICAL ASSISTANT, the bi-monthly publication of the California Medical Assistants Association. Call 1-888-464-2622 for further information (toll-free).
4. Articles purchased from the California Certifying Board for Medical Assistants. Call (866) 622-2262 (toll-free) for the current list of articles or go to the Website at www.ccbma.org
5. Authorship of different types of published materials.
 - a) CCBMA Item writing:
Maximum of 45 points/five years
Distributed in 15 points/category
 - b) Textbook Chapter:
Maximum of 30 points/five years
Distributed in 10 points/category

APPLICATION REVIEW

Review of a properly completed application will take approximately 60-90 days.

When recertification is granted, you will receive a seal which can be attached to your original certificate, and wallet card. If you have misplaced your certificate, you may request a new one for a fee of \$15. Replacement Pins are \$15.

COMPLETING THE DOCUMENTATION SHEET

Type or print in ink, all of the information on the Credit Document Sheet. You may photocopy the sheet as necessary.

Indicate your name on each sheet. Date of Birth is required.

Use a separate line for each activity.

Complete the date, sponsor, program title, amount and type of credit earned for each activity.

Distribute your points in the areas earned (Basic, Administrative or Clinical).

Points can be used only once. (Example: if you use 10 points from a college course in the Basic column, you cannot use these same points in Administrative or Clinical.)

If you use more than one sheet, be sure to total ALL points on your last sheet.

YOU MUST HAVE DOCUMENTATION TO SHOW THE CONTENT AREA, THE AMOUNT AND TYPE OF CREDIT EARNED AND THE DATE.

Each Documentation Sheet is reviewed for appropriate categories as defined in the CCBMA Study Outline.

Do not send certificates of participation with this application form unless it is from a college course or a computer on-line course or your current CPR card. You must provide proof of completion of these items.

Random audits will be performed. Retain all documents until you have received notice of recertification.

If you are required to send credit documentation, be sure to send clear, unaltered copies of original transcripts or CME certificates of participation.

Documents submitted will not be returned.

DO NOT SEND ORIGINALS

YOU MUST COMPLETE THIS FORM
RECERTIFICATION BY CME METHOD - CREDIT DOCUMENTATION SHEET

NAME: _____ Date of Birth: ____/____/____ Certificate # _____

Type or print. You may need to photocopy this form to record all of your CME. You will be notified if verification is required. Please do not send verification with this document (unless it is from college course, computer on-line course or your current CPR certification card.)

Program Date	Program Provider	Program Title	Total Credit Earned	Basic	Administrative	Clinical
		* CPR (CURRENT CARD REQUIRED)				*
Totals:						