

## **FREQUENTLY ASKED QUESTIONS ABOUT RECERTIFICATION**

Q. After I am certified, how will I keep my certification?

**A. Recertification is required every five years to maintain a current certification status. This may be accomplished by either retesting or by the continuing medical education (CME) method. If you choose to recertify by the CME method, you will need 60 credits in the five-year period. The credits must be in specific categories.**

**You need**

**60 credits in the five-year period.**

**If you are certified CCMA-AC, you will need 30 credits in the Basic category, 15 in each of your specialties - Administrative and Clinical.**

**If you are certified CCMA-A or CCMA-C, you will need 30 credits in Basic, 15 in your specialty and the remaining 15 can be Basic, Administrative or Clinical credits.**

Q. What is a point or credit?

**A. One contact hour (50 minutes of classroom instruction) equals one point or credit.**

Q. Is it true you get more credits for a college course?

**A. Yes, for college courses that deal with medical assisting or appropriate medical topics.**

Q. How do I get the credits that I will need to recertify?

**A. There are many ways to obtain credits. When you certify you will be sent an application that explains the many ways to get CEU credit, and also how to determine the correct category.**

Q. What about membership in the California Medical Assistants Association?

**A. CMAA membership is a very reasonable way to accumulate continuing education credits. CMAA offers CME credits at their meetings held regionally across the state. There are also two State Meetings held each year that offer credits on some great educational topics.**

Q. What about their publication? I see them on the website and read the CME article.

Does that earn credit?

**A. The publication is the "California Medical Assistant" and is a great source of information for medical assistants. There is always a continuing education article in each issue and while anyone can read it, you must be a member to access the quiz. Each member is given a password. You can then download the quiz, complete it and mail it in for a credit. The quiz must be sent in within two months of the publication issue date.**

Q. Does CCBMA offer any credits for sale?

**A. The CCBMA also offers continuing education articles for sale. To obtain a current list, contact the CCBMA office. We can mail you a brochure with all of the articles that are available. The articles sell for \$5 each or you can get 5 for \$20. The articles are already placed into the correct category for you. This is also helpful if you are short a few credits in a specific category.**

Q. Where else can I get credits?

A. **There are Internet sources and local programs such as CPR, first aid, computer courses, etc. that will also count. Remember to keep the proof in a safe place. You may be asked to provide proof of these credits when applying for recertification. If your credits are from college courses or from an Internet source, you will be required to provide proof with the application. The proof must document the number of contact hours.**

Q. Is a current CPR card required for my recertification?

A. **It is important to note that, effective January 2010, all Medical Assistants are required to show proof of current CPR Certification. CPR can be counted twice in a five (5) year period. CPR will be counted as clinical credit.**

Q. Will I have to send proof of my credits?

A. **You will need to provide proof of any credits earned on the computer or in college. Otherwise, do not send the proof unless it is requested by CCBMA. The proof must show the contact hours.**

Q. What if my application is denied?

A. **You are given a limited time to provide the missing credits.**

Q. How long does it take to process my recertification application?

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

Q. What is the best way to track my CME?

A. **Photocopy the documentation form on our application for recertification. Make a few copies and document each education as you complete them. Keep the proof with the documentation form and your work will be done for you!**

Q. I know there is a document form on the Recertification Application, but can't I just send in copies of my CME?

A. **Each documentation sheet must be completed by you. The Recertification Committee would not be able to do this for all of the applications we receive. It is the responsibility of the certified medical assistant to record their credits onto the sheet(s).**

Q. How do I determine what category my education fits into?

A. **This can be intimidating at first, but there are tools to help you. There is a free Study Outline available on our website. You may have received it with your initial application for the exam. The recertification application will also answer many of your questions. If you are still concerned after looking at these resources, you may also call our office.**

Q. Do on-line computer courses count?

A. **Yes, but you MUST provide proof that you completed the education and send a copy with your application. Some of the educations may be a partial hour and those can be combined to equal one hour. The proof must show the contact hours.**

Q. Do you track my credits for me?

A. **No, sorry but we cannot do that. We do track any Board Article that is purchased through us and articles from The California Medical Assistant that receive a 70% or more. You will need to send in the quiz from "The California Medical Assistant" within two months of the publication.**

Q. How do I get a list of what I have done through the CMAA publication and any articles I have purchased through CCBMA?

A. **When you purchase the Board Articles, a letter is sent to you with a list of the articles for which you have received credit. If you would like an accounting of the articles you have completed from the CMAA publication, please request this with a self-addressed stamped envelope.**

Q. What is a "grace period"?

A. **We offer a one year "grace period" to allow those who are missing some of the credits needed, to comply with the requirements. IMPORTANT to note... NOT ALL EMPLOYERS will allow a "grace period." It is far better to meet the requirements within the five-year period.**