

FREQUENTLY ASKED QUESTIONS ABOUT RECERTIFICATION

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

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

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 credit?

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

Q. How do I obtain the credits needed to recertify?

A. There are many ways to obtain credits. You can purchase CEU's from CCBMA or other outside sources, attend seminars, belong to a professional affiliation.

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.

Q. What about the CMAA publication? I read the CEU articles in the CMAA publication. Does that earn credit?

A. The CMAA publication "*California Medical Assistant*" is a great source of information for medical assistants. There is a continuing education article in each issue and while anyone can read it, you must be a member to access the quiz. Members are 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. CCBMA also offers continuing education articles for sale. To obtain a current list you can download the order form from the CCBMA website at www.ccbma.org. One credit articles sell for \$5 each. 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. Credits can be obtained from the Internet, CPR and first aid classes, computer courses, etc. Remember to keep the proof in a safe place. You may be asked to provide proof of 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. Yes, applicants are required to show proof of current CPR Certification. CPR can be counted twice in a five (5) year period and will be considered Clinical credits.

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. If your application is denied because documentation was missing, 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 CEU as you complete them. Keep the proof with the documentation forms.

Q. I know there is a document form on the Recertification Application, but can I just send in copies of my CEU's?

A. No, a documentation sheet must be completed and attached to the recertification application. It is the responsibility of the certified medical assistant to record their credits onto the sheet(s).

Q. How do I determine the category for my CEU's?

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 include a copy with your application. Some of the units 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, but we do track any Board Articles that are purchased through us and articles from *The California Medical Assistant* that receive a 70% score or better. 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 submitted from the CMAA publication, please request this in writing and attach a self-addressed stamped envelope with sufficient postage.

Q. What is a "grace period"?

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