



CCBMA

CALIFORNIA CERTIFYING BOARD FOR MEDICAL ASSISTANTS

RECERTIFICATION APPLICANT HANDBOOK

CCMA-A

CCMA-C

CCMA-AC

CALIFORNIA CERTIFIED MEDICAL ASSISTANT

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Introduction

The California Certifying Board for Medical Assistants (CCBMA) is a private non-profit 501(c)(3) corporation that has been administering the California Certified Medical Assistant (CCMA) exam since 1990. CCBMA is recognized by the Medical Board of California as an approved certification agency.

The goals of the California Certifying Board for Medical Assistants (CCBMA) are to provide a pathway for California medical assistants to demonstrate professional competency in the specialty of their choice; to encourage career development through continuing education and recertification; and to continually improve the certification programs to reflect the changing requirements of healthcare in California.

This handbook is intended to be a resource for understanding the CCMA recertification process. It should be used in conjunction with CEU credit category information available on the CCBMA website.

CCMA Core Values

The following principles are core values for the CCMA applicant and certificant:

Professional Standards: Respect and understand that as a healthcare professional the medical assistant is dedicated to providing competent support, within the scope of practice as set forth by the Medical Board of California, with compassion and respect for human diversity and dignity.

Confidentiality: Provide services with full respect of the rights of patients and colleagues, and safeguard patient confidence and privacy in accordance with the law, including but not limited to HIPAA compliance requirements.

Professionalism with Integrity: Practice the profession with honesty, integrity and accountability, respecting all laws and regulations and avoiding any false, fraudulent or deceptive activities.

Improve Knowledge and Skills: Continue to learn, maintaining and improving all knowledge and skills necessary for the ever-changing healthcare environment.

Improve the Health and Well Being of the Community: Recognize a responsibility to contribute to the improvement of the community and betterment of public health.

Recertification

The purpose of recertification is to ensure that medical assistants certified by CCBMA continue to maintain the level of knowledge tested at the time of initial certification and demonstrate growth in their specialty areas with continued education and training. Recertification ensures that certificants maintain a commitment to learning and encourages career development by staying abreast of evolving knowledge and skills.

All California Certified Medical Assistants must recertify **every five years** in order to maintain their active status. This time frame is a standard mandated by the Medical Board of California as being appropriate for the scope of the CCBMA credentials.

Recertification is achieved by accumulating 60 continuing education units (CEUs) that are relevant to the medical assisting profession, promote continuing competence, and fall within the scope of practice as defined by the Medical Board of California's Medical Assistant Regulations and CCBMA's Examination Content Outlines. *In addition applicants must show proof of current CPR certification, HIPAA and Cultural Competency training.*

Recertification Fees

Recertification Fee	\$200
Expired Credential Fee	\$75

An email reminder will be sent out six months prior to the end of active status. This reminder will be sent to the email address on file.

Certification will be considered active only through the last day of the month/year of the "active to" date. If needed, CCBMA will allow a one-year grace period in which to complete the recertification process but certification is no longer active during this time.

You will be sent an email reminder when you are entering your grace period and when your grace period has expired. Please note that

certification is considered non-active once the "active to" date has passed. There is an additional fee of \$75 for reactivation of an expired certification.

Certified medical assistants granted recertification by the continuing education method, will receive a new wallet card, as well as an "active to" sticker to attach to their original certificate.

Disciplinary Policies and Procedures

Grounds for Denial Recertification Or Revocation of Credentials

1. Certification or recertification obtained by fraudulent or deceptive means.
2. Falsifying information including use of the certification mark when it has not been earned or when it has expired.
3. Candidates suspected of cheating will be subject to CCBMA Disciplinary Policies and Procedures.
4. Violation of the "CCMA Core Values" or any laws relating to the medical assisting practice which may include but are not limited to:
 - Possession, use or distribution of a controlled substance or drug.
 - Self-prescribing a controlled substance or drug.
 - Authorizing any prescription not prescribed by a physician.
 - Sexual or discriminatory harassment.
 - Performing work duties outside the medical assistant "Scope of Practice".
 - Breach of Non-Disclosure Agreement

Possible Disciplinary Penalties

1. Denial of certification or recertification
2. Reprimand
3. Temporary suspension/revocation of credentials
4. Permanent suspension/revocation of credentials

Appeals Process

1. Written appeal of a denial of recertification may be made by an applicant within sixty (60) days of notification of the decision of the California Certifying Board for Medical Assistants.
2. A Medical Assistant holding credentials (CCMA) that have been suspended or revoked may appeal the decision of the California Certifying Board for Medical Assistants in writing within sixty (60) days of the notification.
3. CCBMA may communicate to consider the appeal in person, by telephone or other electronic means.
4. The final disciplinary decision may be posted on the CCBMA website "verify a credential".

Please note that CCBMA policies and fees are subject to change without notice.