

# Candidate Application and Handbook



*For the*  
CMA (AAMA)  
Certification/Recertification  
Examination

*The CMA (AAMA): Health Care's Most Versatile Professional*

**A publication of the Certifying Board of the  
American Association of Medical Assistants**



The Certification Program of the Certifying Board of the American Association of Medical Assistants is accredited by the National Commission for Certifying Agencies (NCCA) as a result of demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs. The NCCA is the accrediting body of the Institute for Credentialing Excellence (ICE), formerly called the National Organization for Competency Assurance (NOCA). The NCCA Standards were created to ensure that certification programs adhere to modern standards of practice for the certification industry.

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## Examination application steps

## Examination application

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*Published by the*

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# About the examination

The Certifying Board does not discriminate among applicants as to age, sex, race, religion, or national origin. Membership in the American Association of Medical Assistants (AAMA) is not required. Policies of the AAMA Certifying Board and fees are subject to change without notice.

## The CMA (AAMA) credential

The Certified Medical Assistant (AAMA)—or CMA (AAMA)—credential represents a medical assistant who has been credentialed through the Certifying Board of the American Association of Medical Assistants. The credential is awarded to candidates who pass the CMA (AAMA) Certification/Recertification Exam. The credential must be recertified every 60 months by continuing education or re-examination to give evidence of continuing competency and knowledge, and thus better protect patients. The CMA (AAMA) must have current status in order to use the credential.

| Eligibility, documentation, and fees  |  |  |
|---|--|--|
| Eligibility category  | Required documentation   | Fee (nonrefundable)                    |
| <b>Category 1</b><br>Completing student or recent graduate of a CAAHEP or ABHES medical assisting program<br><br>Completing students may take the exam no more than 30 days prior to completing their formal education and practicum. | No documentation required. Your program completion—including a practicum—must be verified by your program director in order for you to receive your official scores and certification. | \$125                                  |
| <b>Category 2</b><br>Nonrecent graduate of a CAAHEP or ABHES medical assisting program  | Official transcript  | \$125 AAMA members<br>\$250 nonmembers |
| <b>Category 3</b><br>CMA (AAMA) recertificant   | No documentation is necessary if you have provided your CMA (AAMA) certificate number and most recent certification or recertification date on the application.                        | \$125 AAMA members<br>\$250 nonmembers |

## Applicant agreement

*By virtue of submitting an application for the CMA (AAMA) Certification/Recertification Examination, I certify what follows:*  
I understand and am in compliance with the eligibility requirements for the CMA (AAMA) Exam. I have not served as a member of the AAMA Certifying Board or AAMA Task Force for Test Construction within the 23-month period prior to the date of the CMA (AAMA) Exam for which I am applying.

The information supplied in this application is true and accurate to the best of my knowledge. I acknowledge that the AAMA Certifying Board may refuse to accept this application and may decline to permit me to take the exam. Further, the AAMA Certifying Board may invalidate the scores on this exam if it receives evidence satisfactory to the AAMA that the statements made by me are not true and accurate or that I engaged in any inappropriate conduct before, during, or after the exam (such as giving or obtaining unauthorized information or aid).

I understand and consent to the fact that if I am in Eligibility Category 1, in order to be eligible to receive my scores and certification, my

program director must complete a form verifying my medical assisting program enrollment and that I took the exam no earlier than 30 days before I completed my formal education and practicum.

I agree that the information I supplied on this form and my exam results may be released for the following purposes: (1) Statistics and research; (2) membership recruitment purposes by AAMA and state societies and local chapters; (3) the names and exam scores of initial certification candidates will be released to the officials of the medical assisting program from which each applicant graduated. If I do not want my name and exam scores sent to my medical assisting program or my information released to any other party, I will instruct the Certifying Board by certified mail, no later than 10 days before taking the exam, to withhold such information. I fully understand that requests received after this time will not be honored.

I have read, understand, and will abide by the policies set forth in this *Candidate Application and Handbook*.

# Examination information and policies

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## Candidate Application and Handbook

Keep this handbook as a resource for understanding the exam application process until you have received your scores for the exam. Requirements and fees listed in this handbook are subject to change without notice.

## Exam candidacy limits

Initial candidates for the CMA (AAMA) Exam who graduate on or after January 1, 2010 have 60 months from the date of graduation to sit for and pass the exam. The candidate is allowed three exam attempts. If the candidate does not pass within the 60-month time frame, the candidate is no longer eligible for the CMA (AAMA) credential.

## Credential expiration/recertification

Effective January 1, 2010, all newly certified and recertifying CMAs (AAMA) will be current for 60 months from the end of the calendar month of initial certification or most recent recertification.

Those not recertifying on or before the expiration date of their credential will be considered as having an expired credential.

An individual whose credential has expired for more than 60 months forfeits the right to reactivate the credential by continuing education and must sit for the CMA (AAMA) Certification/Recertification Examination. Payment of a \$50 reactivation fee plus the recertification by exam fee will be required.

## Exam eligibility requirements

To be eligible for the CMA (AAMA) Certification/Recertification Examination, you must be about to complete or have successfully completed a medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES). Individuals who have been awarded the CMA (AAMA) credential are also eligible to recertify by taking the CMA (AAMA) Exam.

Contact the AAMA Certification Department for assistance in determining if you meet these eligibility requirements.

**Ineligible candidate refund policy.** If you do not meet the exam eligibility requirements, your application will be canceled. The candidate fee, less a \$65 administrative fee, will be refunded within four to six weeks after your application has been reviewed.

## Candidate eligibility categories

Applicants must qualify for one of the following eligibility categories:

### Category 1. Completing student or recent graduate of a CAAHEP or ABHES medical assisting program

**Completing students** may take the CMA (AAMA) Exam no more than 30 days prior to completing their formal education and practicum.

**Recent graduates** are those who apply for the exam within 12 months of graduation.

### Category 2. Nonrecent graduate of a CAAHEP or ABHES medical assisting program

A candidate who applies for the exam more than 12 months after graduation is a nonrecent graduate.

**Note:** If the candidate's graduation date is on or after Jan. 1, 2010 and the candidate has not passed the exam within 60 months of graduating the candidate is no longer eligible for the exam.

### Category 3. CMA (AAMA) recertificant

The candidate must be a CMA (AAMA) applying for the CMA (AAMA) Exam to recertify his or her credential.

## Accreditation periods

Candidates who graduate from a CAAHEP or ABHES program that was accredited at any time during the student's enrollment, or who graduated within the 36 months prior to the program becoming CAAHEP or ABHES accredited are eligible to apply for the CMA (AAMA) Exam under Category 1 or 2. The 12-month period for student or recent graduate fee eligibility begins on the date that the program is granted CAAHEP or ABHES accreditation.

## Required documentation

**Completing students and recent graduates.** No documentation is necessary; however, your program director will be required to verify your program completion as stipulated by the CMA (AAMA) Exam application policies. The AAMA Certifying Board reserves the right to request an official transcript at any time.

**Nonrecent graduates.** Submit an official transcript that verifies your graduation from an accredited medical assisting program.

**Recertificant applicants.** No documentation is necessary if you have provided your CMA (AAMA) certificate number and most recent certification or recertification date on the application. Otherwise, contact the Certification Department for assistance.

## Verification of program completion

If you are a completing student or recent graduate, your program director will receive a form that must be completed to verify that you fulfilled all formal coursework requirements, including a practicum, and that you did not take the CMA (AAMA) Exam more than 30 days prior to the date that you fulfilled all program requirements.

*Program directors and their designees who negligently or fraudulently verify that an examinee has completed all program requirements as described in this application are subject to disciplinary sanctions by the Certifying Board or the American Medical Technologists [if the program director is a CMA (AAMA) or holds an AMT credential, respectively] and the Certifying Board may report the falsification(s) to the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education Schools.*

## Candidate fee

The candidate fee must accompany the application. If complete payment for all current, outstanding, or past due fees is not received by the AAMA, you will not receive an exam Scheduling Permit, and you will not be able to schedule an exam session. Acceptance of payment by the AAMA does not imply exam eligibility.

- Fee payments are nonrefundable and are nontransferable to another candidate or to another 90-day testing period.
- **Do not send personal checks.** Candidate fees must be paid by money order, credit or debit card, cashier's/certified check or institution check.
- A \$25 service charge will be assessed to you for returned institution checks, declined credit cards, and credit card chargebacks. Your application will not be approved until these fees are successfully submitted.

## Ninety-day testing period

Each candidate is allowed a 90-day period in which to take the exam. Your 90-day testing period will be assigned based on the testing period start date you indicate on your application. The start date should be the earliest date that you wish to sit for the exam. Your 90-day testing period will be recorded on your test center Scheduling Permit.

The AAMA Certification Department reserves the right to assign a testing period start date to a candidate (e.g., if the application is received after the required due date, no start date was given, or if an inappropriate start date was listed).

## Application timelines

Applications are due at least 90 days before the first of the month in which your testing period start date begins. Refer to the following charts for assistance in determining when to mail your application.

### Online application timelines

| Apply on or between      | Earliest available testing period start date |
|--------------------------|--|
| 1st to 14th of any month | 1st of next month                            |
| 15th to end of any month | 15th of next month                           |

### Mailed paper application timelines

| Application is received on or between | Earliest available testing period start date |
|---------------------------------------|--|
| 1st to 14th of any month              | 1st of next month                            |
| 15th to end of any month              | 15th of month <i>after</i> next              |

*Note: Applicants who must submit specific documentation must allow extra time for application processing:*

- Candidates requesting a waiver due to having been found guilty of a felony, or pleaded guilty to a felony, or having a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board
- Disabled persons who require special provisions on exam day
- Non-recent graduates who do not submit an official transcript with their application

| Apply online on or between | Mailed application is received on or before | Earliest available 90-day testing period start date |
|----------------------------|---|---|
| January 1-14               | January 1                                   | February 1  |
| January 15-31              | January 15                                  | February 15   |
| February 1-14              | February 1                                  | March 1   |
| February 15-28/29          | February 15                                 | March 15  |
| March 1-14                 | March 1                                     | April 1   |
| March 15-31                | March 15                                    | April 15  |
| April 1-14                 | April 1                                     | May 1   |
| April 15-30                | April 15                                    | May 15  |
| May 1-14                   | May 1                                       | June 1  |
| May 15-31                  | May 15                                      | June 15   |
| June 1-14                  | June 1                                      | July 1  |
| June 15-30                 | June 15                                     | July 15   |
| July 1-14                  | July 1                                      | August 1  |
| July 15-31                 | July 15                                     | August 15   |
| August 1-14                | August 1                                    | September 1   |
| August 15-31               | August 15                                   | September 15  |
| September 1-14             | September 1                                 | October 1   |
| September 15-30            | September 15                                | October 15  |
| October 1-14               | October 1                                   | November 1  |
| October 15-31              | October 15                                  | November 15   |
| November 1-14              | November 1                                  | December 1  |
| November 15-30             | November 15                                 | December 15   |
| December 1-14              | December 1                                  | January 1   |
| December 15-31             | December 15                                 | January 15  |

## Notification of application status

You will receive an e-mail within five to 10 days of the date your application has been received depending on whether you applied online or mailed your application. Contact the AAMA Certification Department if you do not receive notification within these time frames.

**Registered status.** If your application is complete, your status will be noted as "Registered"; your assigned 90-day testing period will be listed; and the availability date of your exam Scheduling Permit will be included.

**Incomplete status.** If the required documentation or payment is missing, your status will be noted as "Incomplete." Reasons why an application is considered incomplete include the following:

- Nonpayment of fees, insufficient fees, or a declined credit/debit card
- Missing CAAHEP or ABHES accreditation code
- Missing official transcript (nonrecent graduates)
- Missing felony waiver or special accommodations request form and documentation

Failure to respond as requested will delay your testing period start date and may nullify your application so that you will need to reapply, as well as pay the candidate fee again.

## Exam Scheduling Permits

Permits to schedule an exam appointment will be available to candidates who are fully registered, have no outstanding payments, and have submitted all required documentation. You must log in online and print out the Scheduling Permit.

On your exam day, you must bring to the test center your Scheduling Permit and an unexpired, government issue form of



# Examination information and policies (continued)

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identification (ID) that includes both your photograph and signature (e.g., a driver's license or passport).

## Candidate name/address specifications

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Exam notices will be sent to the e-mail address you provide on your application. You must include a valid e-mail address. The exam Scheduling Permit will be accessible 20 days prior to the start of your 90 day testing period. The name on your Scheduling Permit will appear as written on your application. The name on your application, therefore, must exactly match the name on the ID you present at the test center. (See “*Test center identification requirements.*”)

You are responsible for providing updates to your e-mail and mailing addresses. The AAMA is not responsible for correctly addressed items that, for any reason, are not delivered to you. Take these precautions to help ensure you receive important notifications:

- Use an e-mail address that will be valid for the next year (school addresses often are closed after graduation).
- Add [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org) to your approved e-mail list.
- Check your spam or junk e-mail folder for CMA Exam e-mails.

Access to a valid e-mail address, a computer, and a printer are necessary to register for the exam. You must log in online and print the Scheduling Permit and bring it to the test center. You cannot print your Scheduling Permit at the Prometric Test Center. You will not be allowed access to the test center without your Scheduling Permit.

Complete instructions on how to access the Scheduling Permit will be e-mailed to approved applicants 20 days prior to the beginning of their 90 day testing period.

## Release of information

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Certification status is a matter of public record and may be released. The following information is not of public record, and cannot be divulged without the written permission of the applicant:

- Exam enrollment status
- Exam eligibility category
- Certification date
- Number of recertifications
- Certificate number
- Number of activities listed in continuing education registry
- Exam score
- Personal information, such as contact information
- Number of exam attempts

## Exceptions to information release

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Refer to “Applicant agreement” for limited exceptions to the release of information.

## Special accommodations

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Disabled persons who require special provisions on exam day must submit a [Request for Special Accommodations](#) form (available at [www.aama-ntl.org](http://www.aama-ntl.org)) with the application, candidate fee, and written documentation of the following:

- A formal diagnosis by a skilled evaluator (e.g., a psychologist)
- The credentials and documentation of the expertise of the evaluator providing documentation referenced immediately above
- Specific findings in support of the diagnosis
- Current functional limitations
- Explanation of the specific requests for special accommodations

While the Certifying Board will make every effort to fulfill special accommodation requests, it reserves the right to deny or postpone requests which are not submitted as specified above or which, in the judgment of the Certifying Board, would jeopardize the security of the exam material or the integrity of scores derived from the exam.

Written notification will be provided to the candidate detailing the accommodations and any procedures that must be followed to ensure the test center can accommodate the stated needs on the test date.

## Grounds for denial of eligibility

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The following are grounds for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA):

- Obtaining or attempting to obtain certification or recertification of the CMA (AAMA) credential by fraud or deception
- Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception
- Misstatement of material fact or failure to state a material fact in application for certification or recertification
- Falsifying information required for admission to the CMA (AAMA) Exam, impersonating another examinee, or falsifying education or credentials
- Providing or receiving unauthorized advice about exam content during the CMA (AAMA) Exam
- Unauthorized possession or distribution of exam materials, including copying and reproducing exam questions

Generally, individuals who have been found guilty of a felony, pleaded guilty to a felony, or had a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board are not eligible to take the CMA (AAMA) Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances. If you wish to request that the Certifying Board

permit you to take the test, you must submit a [Request for Waiver](#) form (available at [www.aama-ntl.org](http://www.aama-ntl.org)) and written evidence that demonstrates your felony conviction or plea should not prevent you from taking the CMA (AAMA) Exam. See the Request for Waiver form for important details.

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## Exam format

The exam consists of 200 multiple-choice questions. Of these, 180 questions will be scored and 20 will be pretested. The pretest questions are included for evaluation and possible use as scored questions on future exams. These pretest questions are randomly placed throughout the exam and cannot be identified by the candidates. A candidate's score is based on the number of correct responses to scored questions only. The pretest questions are not counted towards a candidate's score. (Refer to "Completing the test" for exam length.)

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## Study suggestions

Areas of knowledge and topics covered in the exam are listed in the *CMA (AAMA) Certification/Recertification Examination Content Outline*, which can be found on the AAMA website at [www.aama-ntl.org](http://www.aama-ntl.org). The CMA (AAMA) Exam is based on the *Content Outline* which is developed in relation to the *AAMA 2007–2008 Occupational Analysis of the CMA (AAMA)*. Examinees should be familiar with the subject matter and topics listed in the *Content Outline*. Review current publications that cover administrative and clinical content for medical assisting, anatomy and physiology, medical terminology, laboratory, and health care law and ethics to prepare for the exam.

Visit the AAMA website for study resources, including practice tests on anatomy and physiology and medical terminology.

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## Failure to test

If you fail to schedule, appear, test, or complete all required components of the exam during your 90-day period of eligibility, you will forfeit your candidate fee. If you choose to reapply at a later date, you must submit another application and the appropriate exam fee.

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## Transfer to new testing period

For a \$65 fee, candidates may transfer their testing eligibility period to include the next immediately available 90-day testing period. Requests must be submitted in writing to the AAMA Certification Department at least 30 days prior to the end of the original testing period. Only one transfer is allowed and only for the originally enrolled candidate.

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## Request for an appeal

Exam applicants may appeal a decision of the AAMA Certification Department to the AAMA Certifying Board by submitting written evidence demonstrating a reasonable doubt in a determination of the Certification Department.

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## Public access to aggregate exam results

Individuals or entities may request from an institution the aggregate CMA (AAMA) Exam performance results of its graduates and ask for the right to verify the institution's report of the results with the AAMA Certification Department. Verification that the institution has granted this right must be in writing and signed. Contact information for the signee must be included.

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## AAMA membership

Membership in the American Association of Medical Assistants is not required for certification or recertification. If you fulfill the eligibility requirements and your membership dues are paid prior to or at the time of application for the exam, then you are eligible for the AAMA member rate.

To join, enroll online at [www.aama-ntl.org](http://www.aama-ntl.org) or call the AAMA Membership Department at 800/228-2262 or 312/899-1500.

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## AAMA contact information

For answers to questions about the certification process visit the AAMA website or contact the AAMA Certification Department:

**Website:** [www.aama-ntl.org](http://www.aama-ntl.org)

**E-mail:** [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org)

**Phone:** 800/228-2262 or 312/899-1500

# Test center scheduling and policies

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## Appointment Scheduling Permit

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Exam appointments are made through Prometric. If you have met all application requirements, you will receive an e-mail with Scheduling Permit instructions no later than 20 days before your 90-day testing period begins. You then must do the following:

- Log in and print out the Scheduling Permit.
- Use the Scheduling Permit to make an exam appointment.
- Bring the Scheduling Permit with you to your appointment.

Your candidate identification number (CIN) will be listed on the Scheduling Permit. The CIN number is a unique identifier that you will only use at the test center when you first log into the computer to begin your exam.

Immediately after you access your Scheduling Permit, verify all information for accuracy. You may schedule an appointment to take the exam at your convenience Monday through Saturday during the 90-day testing period recorded on your Scheduling Permit.

Contact the AAMA Certification Department immediately at 800/228-2262 if your Scheduling Permit is not accessible 20 days before the start date of your 90-day testing period. Also, call if the name on your Scheduling Permit differs from how your name appears on your identification card. Allow five business days for the new Scheduling Permit to be available once any corrections are made. Name changes or corrections cannot be made less than one month prior to your scheduled test appointment.

## Exam date scheduling

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You must have your Scheduling Permit to schedule your exam appointment. You are solely responsible for making and keeping your scheduled appointment date. Make your appointment on the Prometric scheduling website at [www.prometric.com/aama](http://www.prometric.com/aama) or by calling the phone number listed on your Scheduling Permit. When scheduling your appointment, remember the following:

- **Contact Prometric as soon as you print your Scheduling Permit.** Prometric schedules test appointments on a first-come, first-served basis. The sooner you schedule your appointment, the more likely you will receive your preferred time and location. Do not wait until the last moment to attempt to schedule an appointment. If an appointment is not available within the testing period you will forfeit your candidate fee. Unscheduled candidates (walk-ins) will not be admitted to the test center.
- **Refer to your Scheduling Permit when you make your appointment.** When you contact Prometric to schedule your test appointment, you will be asked to provide the information located in the box at the top of the Scheduling Permit. Prometric will provide you with the test date, time, location, telephone number, and your appointment confirmation number.
- **Confirm your test center location.** One week before your appointment, confirm your test center location via the Prometric website ([www.prometric.com](http://www.prometric.com)) or by contacting Prometric at the phone number listed on your Scheduling Permit. Call this number also if you need directions to your test center.

## Test center identification requirements

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On your exam day, you must bring to the test center your Scheduling Permit and an unexpired, government issue form of identification that

includes both your photograph and signature (e.g., a driver's license or passport). If your identification contains your photograph and not your signature, you may use another form of unexpired identification that contains your signature (e.g., an employee identification card or credit card) to supplement your photo-bearing, government issue identification. The first and last names on your identification must exactly match the names on your Scheduling Permit. The only acceptable difference would be the presence of a middle name, middle initial, or suffix on one document and its absence on the other. If you do not have acceptable forms of ID, you will not be allowed to test.

## Appointment changes/Failure to appear

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You will be allowed to take only the exam for which you were deemed eligible; no changes in exam type may be made at the test center. Unscheduled candidates (walk-ins) will not be admitted to the test center.

Eligibility extensions are not granted. If you fail to schedule or to test during your 90-day period of eligibility, you will forfeit your candidate fee. If you choose to reapply at a later date, you must submit another application and the appropriate candidate fee.

If you wish to reschedule your exam appointment to another date or location, you must contact Prometric at the toll-free number by noon Eastern Time at least two business days prior to your scheduled appointment. You may reschedule only for an appointment during your 90-day test period.

Prometric will charge you a \$45 rescheduling fee (subject to change) if you fail to appear for your scheduled appointment or provide less than two business days notice to reschedule.

## Test centers and conditions

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Prometric provides computer-based test services for academic assessment, professional licensure, and certification. All Prometric test centers are set up similarly. This enhances security and ensures the same standards for comfort and uniformity for all examinees. Prometric test centers provide the resources necessary for secure administration of the exam, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

## Test center cancellations/Rescheduling

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In the event of bad weather, a natural disaster, or other emergency, the AAMA Certifying Board and Prometric will determine whether circumstances warrant cancellation and rescheduling of exams at a particular test center.

Exams will not be cancelled and rescheduled if the test center administrator is able to open the test center. Every attempt will be made to administer all exams as scheduled. However, should an exam be cancelled at a test center, all affected candidates will be contacted about rescheduling their exams.

## Arrival and admittance

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Arrive at the Prometric test center at least 30 minutes before your scheduled test time on your exam date. If you arrive late, you may not be admitted. If you arrive more than 30 minutes after your scheduled test time, you will not be permitted to test. In that event, you must pay a fee to Prometric to reschedule your exam. Your rescheduled exam date must fall within your assigned testing period. A complete application and candidate fee are required to reapply for the exam if you do not test within the 90-day testing period.



Upon arrival at the test center, you must present the required identification, sign a test center log, be photographed, and store your personal belongings in your assigned locker. Test center staff will collect your Scheduling Permit. You will be instructed to write your name and candidate identification number (CIN) on one of the laminated writing surfaces provided. Your Scheduling Permit will be retained at the test center administrator's station. You may request access to the Scheduling Permit during the exam if it becomes necessary for you to rewrite the CIN on the laminated writing surface. In addition to the laminated writing surfaces, you will be provided with dry-erase markers and an eraser. Test center staff will escort you to your assigned test station and instruct you on the use of the computer equipment. You must enter your CIN to start the exam.

## Test center regulations

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Test center staff monitor all test sessions for the exam. You must follow the instructions of test center staff. Failure to do so may result in a determination of irregular behavior.

If staff observe you violating rules or engaging in other forms of irregular behavior, they will not necessarily tell you of the observation at the time of the exam.

Test center staff members are not authorized to answer questions regarding exam content, test software, or scoring.

You may not bring any personal belongings into the test area, including, but not limited to the following:

- Mechanical or electronic devices (e.g., cellular phones, personal digital assistants [PDAs], calculators, watches, electronic paging devices, recording or filming devices, or radios)
- Outerwear (e.g., coats, jackets, headwear, or gloves)
- Book bags, backpacks, handbags, briefcases, or wallets
- Books, notes, written materials, or scratch paper
- Food, candy, gum, or beverages

You must store personal items in a designated locker outside the secure test area. Keep in mind that the storage facilities are small and that all stored mechanical or electronic devices must be turned off. Personal items and their contents may be subject to inspection. Any materials that reasonably appear to be reproductions of any AAMA exam materials will be confiscated. Making notes of any kind during an exam, except on the materials provided by the test center, is not permitted.

## Rules of conduct

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When you submit an application for the CMA (AAMA) Certification/Recertification Examination, you agree to abide by the following rules of conduct:

- You are the person named on the Scheduling Permit.
- You will not give, receive, or obtain any form of unauthorized assistance during the exam or your break.
- You will not have in your possession any formulas, study materials, notes, papers, or electronic devices.
- Before entering the test room, you will place any formulas, study materials, notes, or paper in your possession in a locker. All personal belongings must also be placed in a locker before you enter the test room.
- You will not leave your test station for a break unless the break screen is visible on your monitor.

- You will not use a telephone or other communication device at any point during the exam, including breaks, for any purpose related to test content.
- You will not remove materials in any form (written, printed, recorded, or any other type) from the test center.
- All exam materials remain the property of the AAMA Certifying Board, and you will maintain confidentiality of the materials. You will not reproduce or attempt to reproduce exam materials through memorization or any other means. Also, you will not provide information relating to exam content that may give or attempt to give unfair advantage to individuals who may be taking the exam. This includes verbally sharing or posting information regarding exam items and/or answers on the Internet.

If you violate these rules of conduct, you may be directed to leave the test center before you complete the exam. Evidence of violation of any test administration rule, including these rules of conduct, may result in disciplinary sanctions based on the *AAMA Disciplinary Standards and Procedures for the CMA (AAMA)*.

## Tutorial

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Before the exam begins, there will be an optional tutorial that shows how to navigate through the exam. The maximum time allowed for the tutorial is 15 minutes. The time used for the tutorial is not counted as part of the test time and will not affect your score.

## Completing the exam

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Upon completion of the optional 15-minute tutorial, the exam will be administered in four 40-minute segments. You will have an optional 20-minute total for breaks between segments. Your test time will not be extended if you decline the tutorial or the optional break time. You will have 160 minutes to answer all the exam questions. The maximum time allowed for your exam appointment will be three hours and 15 minutes (195 minutes).

Once you begin, the exam cannot be canceled or rescheduled unless a technical problem requires rescheduling. If a computer problem occurs during the test, you should notify test center staff immediately. In the rare event of a technical problem, the test software is designed to allow the test to restart at the point it was interrupted. In most cases, the test can be restarted at the point of interruption with no loss of test time. In the rare event of a technical problem occurring that requires your exam to be rescheduled, you will be allowed to test at a later date at no additional cost.

## Post-test survey

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After you have completed the exam, you will have the opportunity to respond to a 10- to 20-question survey about the exam and test center conditions. You are not required to complete this survey if you do not have adequate time remaining.

# Post-examination information and policies

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## On-site pass/fail notification

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An official pass/fail notification will be provided to you immediately upon your completion of the exam. A pass result for completing students and recent graduates is not verification of CMA (AAMA) certification. (See “Official score notification.”)

## Official score notification

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Candidates who have fulfilled all application requirements will receive an *official* report of the score achieved within 10 weeks after the exam date. The passing score reflects the minimum score that must be achieved to pass the exam. The Certifying Board established the minimum passing score based on universally accepted psychometric methodology and reserves the right to change the minimum passing score as appropriate.

The official exam score report will include your percentile rank in the General, Administrative, and Clinical content areas to help you interpret your exam performance and identify areas of strength and weakness.

Candidates who pass the exam and receive official notification of their scores will be awarded the CMA (AAMA) credential.

## Withholding score notification and CMA (AAMA) certification

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In order to receive your official score notification, you must fulfill all CMA (AAMA) Certification/Recertification Examination application requirements. Candidates who apply under Category 1 will not receive an official score report or be awarded the CMA (AAMA) credential until the candidate has completed all requirements, including the practicum, and the program director verifies completed program eligibility of no less than 30 days prior to sitting for the exam. (See “Candidate eligibility categories” and “Required documentation.”)

A \$35 processing fee will be charged if documentation to verify eligibility to receive official scores is submitted more than one month from the date you took the exam. Your scores will not be released to you and you will not receive your certification/recertification status if more than four months have elapsed since the date of your exam. You must then reapply for the exam and pay the exam fee.

All exam candidates and CMA (AAMA) certificants are subject to the *AAMA Disciplinary Standards and Procedures for the CMA (AAMA)*, which are available on the AAMA website. The AAMA Certifying Board reserves the right to void or withhold exam results if, upon investigation, violation of Certifying Board regulations is discovered. Candidates and program directors are expected to fully cooperate with any investigation.

## Verification of exam results

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If you question your results and wish to have your exam rescored, you must notify AAMA Certification Department staff in writing within 30 days from the date that you receive your official score notification. A \$75 fee (payable only by money order, credit or debit card, cashier’s or certified check, or institution check) must be enclosed with your request. Neither the content nor the answers for specific test items are released or disclosed. Incorrect responses will not be reported when requesting a review. A rescoring only determines if the original result was correct or incorrect.

## Certificate and wallet card

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Candidates who pass the exam and receive official notification of their scores will receive a certificate and wallet card denoting their CMA (AAMA) certification status within approximately 10 weeks after their official scores are mailed. The candidate’s name will appear on the certificate and wallet card exactly as it appears on the exam application form. Contact the AAMA Certification Department if these items are not received after the 10-week processing period to avoid paying the standard fees—\$20 (certificate) and \$5 (wallet card).

## CMA (AAMA) recertification requirements

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To give evidence of continuing competency and knowledge and thus better protect patients, medical assistants who have been awarded the CMA (AAMA) credential are required to recertify every 60 months. Effective January 1, 2010, all newly certified and recertifying CMAs (AAMA) will be current for 60 months from the end of the calendar month of initial certification or most recent recertification. Current status is required in order to use the credential.

Obtain information about recertifying your CMA (AAMA) credential from the AAMA website at [www.aama-ntl.org](http://www.aama-ntl.org) or by calling 800/228-2262 and requesting a recertification information packet.

## Employer CMA (AAMA) status verification

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Certification status is a matter of public record and may be released. Employers may verify the CMA (AAMA) certification status of current or potential medical assistant employees on the AAMA website at [www.aama-ntl.org](http://www.aama-ntl.org). Due to the reputation of the credential as being the gold standard for the profession, greater numbers of employers prefer or even require that their medical assistants be CMA (AAMA) certified.



AMERICAN ASSOCIATION  
OF MEDICAL ASSISTANTS®  
20 N. WACKER DR., STE. 1575  
CHICAGO, ILLINOIS 60606

website: [www.aama-ntl.org](http://www.aama-ntl.org) 800/228-2262

# Examination application steps

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## **Step 1. Verify that you are eligible for the exam**

Review eligibility categories 1, 2, or 3 to ensure that you are eligible for the exam. To find out if your program is CAAHEP or ABHES accredited, contact the AAMA Certification Department at 800/228-2262 or check under Medical Assisting/CAAHEP or ABHES Accredited Programs on the AAMA website at [www.aama-ntl.org](http://www.aama-ntl.org).

## **Step 2. Gather your documentation**

Gather the appropriate documentation for your eligibility category as outlined under “Required documentation.”

## **Step 3. Review all exam policies and information**

When you submit your application, you are certifying that you have reviewed and accept all provisions under “Applicant agreement” and that you will abide by all the policies set forth in this document, so it is important to read them thoroughly.

## **Step 4. Determine start date for 90-day testing period**

Select the date that you wish your 90-day testing period to begin. This will determine when you should apply for the exam. (See “Ninety-day testing period” and “Application timelines.”)

## **Step 5. Monitor your e-mail**

Use an e-mail address that will be valid for the next year (school addresses often are closed after graduation). Add [CMAExam@aama-ntl.org](mailto:CMAExam@aama-ntl.org) to your approved e-mail list. Check your spam or junk e-mail folder for CMA Exam e-mails.

## **Step 6. Apply for the exam**

Complete the application form. Verify that you have written your first, middle, and last name as they appear on the government issue photo ID that you must bring to the test center. Submit the application and your candidate fee and include any documentation you gather in Step 2. Retain a copy of the completed application and documentation for your records. If you mail your application, do not send the *Handbook* with it.

## **Step 7. Make name, e-mail, and postal address corrections on a timely basis**

(See “Candidate name/address specifications” and “Test center identification requirements.”)

## **Step 8. Schedule your exam**

Schedule your exam appointment as soon as possible after printing your Scheduling Permit. (See “Appointment Scheduling Permit” and “Exam date scheduling.”)

## **Step 9. Prepare for the exam**

See “Study suggestions.” Also, thoroughly review the “Test center scheduling and policies,” so that your test session goes smoothly.

## **Step 10. Complete the exam**

After you have completed your exam, you will receive a pass/fail notification.

## **Step 11. Watch for your official score reports**

You’ll receive your official exam scores within 10 weeks of your exam date pending verification of program completion and/or fulfillment of all application requirements. (See “Post-examination information and policies.”)

## **Step 12. Watch for your certificate**

If you pass and are allowed to receive an official score report, your certificate and a wallet card should arrive approximately 10 weeks after you receive your official scores. CMA (AAMA) certification is valid for a 60-month period. (See “CMA (AAMA) recertification requirements.”)

# Examination application

**Candidate:** You must read the *Candidate Application and Handbook* and accept all provisions under “Applicant agreement” before submitting this application. Contact the AAMA Certification Department before applying if you are not certain you fulfill the eligibility requirements.

**Program director:** Refer to policies under “Candidate eligibility categories,” “Verification of program completion,” and “Withholding official score notification and CMA (AAMA) certification.”

## Please check any of the boxes that apply to you:

- I have been found guilty of a felony, or pleaded guilty to a felony. (If so, complete a [Request for Waiver](#) form available at [www.aama-ntl.org](http://www.aama-ntl.org).)
- I have had a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board. (If so, complete a [Request for Waiver](#) form available at [www.aama-ntl.org](http://www.aama-ntl.org).)
- I require special accommodations. (If so, complete the [Request for Special Accommodations](#) form available at [www.aama-ntl.org](http://www.aama-ntl.org).)
- I am repeating this exam due to failing a previous exam.

**Eligibility category.** Select your category according to the “Candidate eligibility categories” and complete the information for each category:

- Category 1. Completing student or recent graduate of a CAAHEP or ABHES medical assisting program. (Complete A, B, C, and D below.)
- Category 2. Nonrecent graduate of a CAAHEP or ABHES medical assisting program. (Complete A, B, and C below.)
- Category 3. CMA (AAMA) recertificant. (Complete E below.)

**A.** Program completion date including practicum (not graduation date): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (month/day/year)

**B.** Institution name: \_\_\_\_\_  
Institution address, city, and state: \_\_\_\_\_

**C.** Accreditation code (ask your program director for the code): \_\_\_\_\_

**D.** Program director’s name and telephone number (print): \_\_\_\_\_

**E.** *Category 3 applicants only:*  
CMA (AAMA) certificate number: \_\_\_\_\_ Date certified: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (month/day/year)

**Testing period start date.** The date that I want my 90-day testing period to begin is: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (month/day/year)

**Processing period.** Do not call about the status of your application until at least 30 days have elapsed since you mailed your application. Doing so will only further delay application processing.

## Candidate information.

Last four digits of Social Security number: \_\_\_\_\_

First name: \_\_\_\_\_

Middle name or initial: \_\_\_\_\_

Last name: \_\_\_\_\_

(Your name will appear on your Scheduling Permit as listed above. Refer to “Test center identification requirements.”)

Permanent address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

(Add CMAExam@aama-ntl.org to your approved e-mail list.)

Work phone: \_\_\_\_\_

Cellular phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Previous last name: \_\_\_\_\_

## Exam fees. Check the appropriate box:

- Completing CAAHEP/ABHES student/recent graduate ..\$125
- AAMA member .....\$125
- AAMA nonmember .....\$250

## Expired CMA (AAMA) credential reactivation fee

- Reactivation fee (in addition to exam fee above) .....\$50

Enclosed is my:

- Money order #: \_\_\_\_\_ \*
- Cashier’s/certified check #: \_\_\_\_\_ \*
- Institution check number #: \_\_\_\_\_ \*

Charge my credit/debit card checked below:

- AmEx  Visa  MC  Discover

Card #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Cardholder name (print neatly): \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

*Do not send personal checks. Applications that do not include proper payment may be returned and will delay your testing. A \$25 administrative fee will be assessed for chargebacks, declined charge payments, or returned checks. Candidate fees are nonrefundable and nontransferable.*

*\*Make payable to the American Association of Medical Assistants or AAMA.*

## For office use only

Rec’d \_\_\_\_\_  
Batch \_\_\_\_\_  
ID \_\_\_\_\_  
Order \_\_\_\_\_

## Mail completed application, documentation, and payment to:

AAMA Certification  
7999 Eagle Way  
Chicago, IL 60678-1079  
Use complete 9 digit ZIP code