

## MEDICAL ASSISTANT PROFESSIONAL ACHIEVEMENT AWARD

*For participation in continuing education and leadership activities that contribute to and enhance the profession of Medical Assisting*

### ELIGIBILITY REQUIREMENTS

- Any member of the American Association of Medical Assistants who wishes to do so may apply for the Professional Achievement Award.
- An applicant must accumulate **150 points** within the **five-year** period immediately preceding the date of application.
- Of these 150 points:
  - 50 must be in Category I
  - 30 in Category IV.
  - the remaining 70 points may be in any combination of categories, including extra points in Categories I and IV, within the limit specified for each category
- Credit may NOT be claimed for pursuing professional responsibilities such as:
  - Teaching activities that comprise a part-time or full-time faculty member's employment responsibilities.
  - In-service training conducted by a medical assistant as part of employment responsibilities.

Category	Activities	Minimum points required	Maximum points allowed
I	CE program approved for AAMA CEU credit	50	120
II	CE programs not approved for AAMA CEU credit	None	70
III	Teaching, papers, books, publications, exhibits	None	70
IV	Leadership activities at the local, state or national level of the AAMA	30	100
V	Certification/Recertification	None	50
VI	Outstanding activity	None	25

**Return the completed form to:**

Professional Achievement Chair

Name:

Address:

Phone:

E-mail:

**DEADLINE DATE: February 1st**

## APPLICATION

**PLEASE PRINT CLEARLY OR TYPE**

Name \_\_\_\_\_ AAMA Membership # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State & Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Local chapter \_\_\_\_\_

Complete the last column of this table and the following sheets

<b>Category</b>	<b>Activities</b>	<b>Minimum points required</b>	<b>Maximum points allowed</b>	<b>Total points claimed</b>
<b>I</b>	CE program approved for AAMA CEU credit	50	120	
<b>II</b>	CE programs not approved for AAMA CEU credit	none	70	
<b>III</b>	Teaching, papers, books, publications, exhibits	none	70	
<b>IV</b>	Leadership activities at the local, state or national level of the AAMA	30	100	
<b>V</b>	Certification/Recertification	none	50	

I hereby apply for the ISMA Professional Achievement Award and acknowledge that I have collected 150 points. I verify that the information provided in the application is correct and true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CATEGORY I: CONTINUING EDUCATION PROGRAMS APPROVED FOR AAMA CEU CREDIT**

Attach a copy of your AAMA transcript showing that you have achieved the claimed number of points within five years of the date of application.

1 AAMA CEU point = 1 Category I point

Minimum 50 points required. Maximum allowed 120 points

Total category I points: \_\_\_\_\_

**CATEGORY II: CONTINUING EDUCATION PROGRAMS NOT APPROVED FOR AAMA CEU CREDIT**

Credit for programs that did not receive approval for AAMA credit, but that meet the following definition of a planned program should be claimed as Category II Achievement Points.

“A planned program is an organized educational experience, under responsible sponsorship, capable direction, and qualified instruction, the subject of which is related to the practice of medical assisting.”

In your personal continuing education portfolio you should keep the following items to substantiate the credit claimed: a brochure or flyer describing the educational program and evidence of credit earned (certificate, record of attendance etc.) Credits awarded by professional organizations qualify at a value of 1 point for every contact hour.

- (1) Non-AAMA CEU ..... 1 contact hour = 1 point
- (2) College credit ..... 1 semester hour = 18 points; 1 quarter hour = 12 points
- (3) Continuing education programs ..... 1 hour = 1 point
- (4) CME Category I or II ..... 1 unit = 1 point

**PLEASE TYPE OR PRINT**

Sponsor (group or organization issuing the credit for the continuing education activity)	Address of sponsor	Title of Program	Date(s)	Total amount and type of credit	x points per unit of credit	Number of achievement points
<b>Sample:</b> XYZ Community College	333 Z Blvd Hometown ST 000000	Personnel Management in the Health Professions	Mo/Day/Yr – Mo/Day/Yr	2 Semester hours	x 18	36

No minimum required. Maximum allowed 70 points

Total category II points: \_\_\_\_\_

**CATEGORY III: TEACHING, PAPERS, BOOKS, PUBLICATIONS, EXHIBITS**

Credit may be claimed for teaching a continuing education program approved for AAMA CEU credit, providing such teaching is not part of your employment responsibilities. Achievement points may also be claimed for each scientific paper published in a medical or allied health professional journal, presentation of a paper to a medical or allied health professional audience such as the ISMA conference, and for publication of a book with content pertinent to the practice medical assisting. Credit should be claimed as of the date the materials were presented or published and may be claimed only once. The following are examples of appropriate activities and the points which may be claimed:

1. Teaching a program approved for AAMA CEU credit ..... 2 point for each hour of class time
2. Publication of a book related to medical assisting .....35 points
3. Presentation of a paper or publication of a journal article .....Varies: please submit copy
4. Item writing for CMA Examination administered by the AAMA .....15 points per year
5. Supervision of students during Externships .....10 points per student per year
6. Serving as a Site Surveyor for the Curriculum Review Board ..... 5 points per survey visit

**PLEASE TYPE OR PRINT**

Type of Activity	Title of Journal, Meeting or Sponsor if AAMA CEU	Address	Date(s)	Number of achievement points

No minimum required. Maximum allowed 70 points

Total category III points: \_\_\_\_\_

**CATEGORY IV: LEADERSHIP ACTIVITIES AT THE NATIONAL, STATE OR LOCAL LEVEL**

NATIONAL LEVEL	Points	STATE LEVEL	Points	CHAPTER LEVEL	Points
AAMA President	50	ISMA President	25	President	15
AAMA Officer or Trustee	30	ISMA Officer	15	Officer	10
Chair of Board, Committee, Task Force or strategy Team	20	Chair of Committee or Task Force	10	Chair of Committee	5
Member of Board, Committee Task Force or Strategy Team	15	Delegate to ISMA Conference	5		
AAMA Delegate	10	Alternate Delegate to ISMA Conference	2		
AAMA Alternate Delegate	3				

**PLEASE TYPE OR PRINT**

Leadership Level (Local, State or National)	Leadership Position	Committee, Board etc	Date(s)	Number of achievement points

Minimum 30 points required. Maximum allowed 100 points

Total category IV points: \_\_\_\_\_

**CATEGORY V: CERTIFICATION AND RECERTIFICATION**

Certification                    25 points

Recertification                25 points

**Attach copies of your Certification and Recertification documents**

**PLEASE TYPE OR PRINT**

**CERTIFICATION**

Date of Certification \_\_\_\_\_

Certificate Number \_\_\_\_\_

Credential Awarded \_\_\_\_\_ (ex: CMA (AAMA), CMA-A, CMA-C)

**RECERTIFICATION**

Date(s) of Recertification(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minimum 25 points required. Maximum allowed 50 points

Total category V points: \_\_\_\_\_

**CATEGORY V: OUTSTANDING ACTIVITY**

Describe in 500 words or less any outstanding ISMA / AAMA activities that you have been involved with. How has this benefited you and others in the field of medical assisting?

No minimum required. Maximum allowed 25 points

Total category VI points: \_\_\_\_\_