

**MEDICAL ASSISTING PROFESSIONAL ACHIEVEMENT AWARD
INFORMATION AND APPLICATION**

For participation in continuing education and leadership activities that contribute to and enhance the profession of medical assisting.

NAME/CREDENTIALS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (HOME) _____ (WORK) _____

CHAPTER _____ AAMA ID# _____

Mailing Instructions-Mail to:

Mary Schmelzer, CMA (AAMA)
292 Enez Drive
Depew NY 14043
Or email to:
Gobills27@roadrunner.com

Any member who wishes to apply for this award may do so by completing the application. An application must accumulate 150 points within the three year period immediately preceding the date of application. Of these 150 points, 50 must be category I and 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.

Applications may be submitted at any time prior to the deadline of MARCH 1, 2012

Credit may not be claimed for pursuing professional responsibilities, such as:

- Successful completion of certification examination or the revalidation of certification credentials. (Study completed in preparation for the examinations may qualify when it meets criteria outlined for a specific category of this award.)
- Part-time or full-time teaching activities as part of employment.
- In service training conducted by a medical assistant as part of employment responsibilities.

SUMMARY OF ACHIEVEMENT POINTS

CATEGORY	ACTIVITY	MIN. POINTS	MAX POINTS	TOTAL POINTS
I	Continuing Ed. Programs approved for AAMA CEU Credit	50	120	
II	Continuing Ed. Programs not approved for AAMA CEU Credit	0	70	
III	Teaching, Papers, Publications, Books, Exhibits	0	70	
IV	Leadership Activities in tri-level organization	30	100	
V	Non-supervised continuing education	0	70	

TOTAL _____

I hereby apply for this award and certify that the information provided in the application is correct and true.

Date _____ Signature _____

Guidelines for Documenting Supporting Application

The application form is designed to provide sufficient information about an activity so that a decision can be made regarding points. Documentation must be included with all applications.

The following documentation should be provided:

- | | |
|--------------|--|
| Category I | Copies of documents generated by the AAMA Record of Continuing Education, such as transcripts |
| Category II | Copies of evidence of credit which indicates the name (and preferably address) of the sponsor, the name of the person receiving credit, the type and amount of credit, and the title and date of the program |
| Category III | For item #3, submit copy of document. Points are awarded based on type of document, such as:
Presentation of paper (2 points)
Writing a paper (2 points)
Writing and presentation of a paper (4 points)
Co-author of a paper (1 point) |
| Category IV | The committee will verify with AAMA, NYSSMA, and the local chapter the office and committee positions held. |
| Category V | No documentation necessary except as noted in Category V description sheet. |

REPORT OF ACHIEVEMENTS

Please Print or Type Neatly.

Category I: Continuing Education Programs Approved for AAMA CEU Credit

A minimum of 50 Category I Points are required for the Award. To qualify for Category I Points, a continuing education program must be approved by the AAMA for Continuing Education Units (CEU) credit. You may acquire additional points in this category, if you wish. If the program is longer than one day, show the inclusive dates as "from mm/dd/year to mm/dd/year."

Name of Sponsor	State	Title of Approved Program (Subject)	Date(s)	Total CEU Earned	Number of Points

Maximum Allowed Points: 120 Points ; Minimum Required: 50 Points

Total Category I Points _____

Category II: Continuing Education Programs Not Approved for AAMA CEU Credit

Credit for programs which did not receive prior approval for AAMA CEU, but which 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 relates to the practice of medical assisting.” In your personal continuing education portfolio you should keep the following items to substantiate the credit claimed: 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 each contact hour. Credits which qualify include, but are not limited to:

- (1) CEUs acquired outside AAMA (1 point per contact hour)
- (2) College credit (1 credit = 18 points)
- (3) Clock hours (1 hour = 1 point)
- (4) CME Category I or II (Credit at 1 point per unit)

Name of Sponsor	Address (City, State)	Title of Approved Program (& Subject)	Date(s)	Total Amt and Type of Credit Awarded	x Amount of points per unit of credit	Number of Points
<i>XYZ Community College</i>	<i>Hometown, XX</i>	<i>Personnel Management in the Health Professions</i>	<i>9/1/09-12/14/09</i>	<i>3 Credits</i>	<i>18</i>	<i>36</i>

Maximum Allowed Points: 70 Points; Minimum Required: 0

Total Category II Points _____

Category III: Teaching, Papers, Publications, Books, and 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 (e.g., AAMA annual meeting), and for publication of a book with content pertinent to the practice of medical assisting. Credit should be claimed as of the date the materials were presented or published and may be claimed only once. Examples of appropriate activities and the points which may be claimed are:

- (1) teaching a program approved for AAMA CEU credit (1 point for each contact hour)
- (2) publication of a book related to medical assisting (35 points)
- (3) presentation of a paper or publication of a journal article (varies; submit copy)
- (4) item writing for AAMA certification examination (15 points per year)
- (5) supervision of students during externship (15 points/student/term)
- (6) serving as a surveyor for Curriculum Review Board (5 points/survey visit)

Type of Activity-Title of Presentation/Article	Title of Journal/Meeting or Sponsor, if AAMA CEU	Address (City, State)	Date(s) of Activities	Number of Points

Maximum Allowed Points: 70 Points; Minimum Required: 0

Total Category III Points _____

Category IV: Leadership Activities

This award recognizes a combination of continuing education and leadership activities. A minimum of 30 points must be acquired in leadership activities.

	<u>National</u>	<u>State</u>	<u>Chapter</u>
President	30 points	20 points	15 points
Officer	25 points	15 points	10 points
Trustee	25 points		
Committee			
Chair	20 points	10 points	5 points
Committee			
Member	15 points	5 points	2 points
Delegate	10 points	5 points	
Alternate	3 points	1 point	

Leadership Level (National, State, Local)	Leadership Activity	Name of Committee/Board/Title	Date(s) of Service	Number of Points

Maximum Allowed Points: 100 Points; Minimum Required: 30

Total Category IV Points _____

Category V: Non-Supervised Continuing Education

For every 10 hours spent in the following activities, 1 achievement point may be claimed. Activities include, but are not limited to, the following examples:

- (1) self-instruction (journal reading, audiovisual materials, home study courses)
- (2) patient care review (participation in programs concerned with review and evaluation of patient care)
- (3) self-assessment exercises (those published in various medical and allied health professional journals)

In the Description space, include the type of material studied-title, subject matter, and name of journal (include volume, issue, page numbers, date of issue), and publisher. Describe as specifically as possible for activity being claimed.

Description of Study Material or Professional Activity	Date Completed	Hours Spent	x 1 point	Number of Points

Maximum Allowed Points: 70 Points; Minimum Required: 0

Total Category V Points _____