

**Category I – Continuing Education Programs Approved for AAMA CEU Credit**

Minimum Required Points: 50

Maximum Allowed Points: 120

Please complete this record of achievement or attach a copy of an AAMA transcript of your CEUs

PLEASE TYPE OR PRINT

Sponsor (group or organization issuing the credit for the continuing education activity)	State	Title of Approved Program (Subject)	Date	Total CEU Earned	Number of Points
Sample: XYZ Chapter	WA	Administrative Procedures Review	Mo/Day/Yr	0.8	8

TOTAL CATEGORY I POINTS: \_\_\_\_\_

## Category II – Continuing Education Programs Not Approved for AAMA CEU Credit

Minimum Required Points: None

Maximum Allowed Points: 70

Credit for programs that did not receive prior approval for AAMA CEU 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 related 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 one point for every contact hour. Credits which qualify include, but are not limited to the following:

- (1) CEU acquired outside AAMA (1.0 CEU = 10 points; 0.1 CEU = 1 point)
- (2) College credit (1 semester hour = 18 points; 1 quarter hour = 12 points)
- (3) Clock hours awarded for continuing education programs (1 hour = 1 point)
- (4) CME or PDU Category I or II credit at 1 point per unit

PLEASE TYPE OR PRINT

Sponsor (group or organization issuing the credit for the continuing education activity)	Address of Sponsor (Include City & State)	Title of Approved Program (Subject)	Date(s)	Total Amount & Type of Credit	x Amount of Points per Unit of Credit	Number of Points
Sample: XYZ Community College	333 Z Boulevard Hometown, WA 0000	Personnel Management and the Health Professions	No/Day/Yr	3 Sem Hrs	x 18	= 36

TOTAL CATEGORY II POINTS: \_\_\_\_\_

## CATEGORY III – Teaching, Papers, Publications, Books and Exhibits

Minimum Required Points: None

Maximum Allowed Points: 70

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 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. The following are examples of appropriate activities and the points which may be claimed:

- (1) Teaching a program approved for AAMA CEU credit (1 point for each contact 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 the CMA Examination of the AAMA (15 points per year)
- (5) Supervision of students during externships (15 points per student per year)
- (6) Serving as a surveyor for the Curriculum Review Board (5 points per survey visit)

**PLEASE TYPE OR PRINT**

Type of Activity Title of Presentation/Article	Title of Journal, Meeting or Sponsor if AAMA CEU	Address Include City, State and Zip	Date(s) of Activity	Amount of Points

TOTAL CATEGORY III POINTS \_\_\_\_\_

## CATEGORY IV – Leadership Activities

Minimum Required Points: 30

Maximum Allowed Points: 100

The Professional Achievement Award recognizes a combination of continuing education and leadership activities. A minimum of 30 points must be acquired in Leadership Activities (Category IV). Attach additional pages if needed.

<u>National</u>	Points	<u>State</u>	Points	<u>Chapter</u>	Points
President	30	President	20	President	15
Officer or Trustee	25	Officer or Trustee	15	Officer	10
Chair of Board, Committee, Task Force, or Strategy Team	20	Chair of Committee or Task Force	10	Chair of a Committee	5
Member of Board, Committee, Task Force or Strategy Team	15	Delegate (State)	5		
Delegate	10	Alternate Delegate (State)	1		
Alternate Delegate	3				

PLEASE TYPE OR PRINT

Leadership Level (National, State, Local)	Leadership Activity	If Committee, Board, etc. State Title	Date(s) of Activity	Amount of Points

TOTAL CATEGORY IV POINTS: \_\_\_\_\_

## Category V – Non-Supervised Continuing Education

Minimum Required Points: None

Maximum Allowed Points: 70

For every 10 hours spent in the following activities, one Achievement Point may be claimed. Activities include, but are not limited to, the following examples:

- 1) Self-instruction (eg, journal reading, audio-visual materials, home study courses) that do not carry continuing education or academic credit
- 2) Patient care review (eg, participation in programs concerned with review and evaluation of patient care)
- 3) Self-assessment exercises (published in various medical and allied health professional journals) that do not carry continuing education credit

In the “Description” space, include the type of material studied—title, subject matter and name of journal (including volume, issue, page numbers, and date of issue), and publisher. Describe as specifically as possible the activity for which points are being claimed. Attach additional pages if needed.

**PLEASE TYPE OR PRINT**

Description of Study Material or Professional Activity	Date Completed	Hours Spent	x 0.1	Amount of Points

TOTAL CATEGORY V POINTS: \_\_\_\_\_