

# AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS



## Non-AAMA Education Providers of AAMA CEU Credit

The *Non-AAMA Education Provider* category is designed for programs conducted by organizations and institutions other than the local chapters or state societies of the American Association of Medical Assistants (AAMA). This category includes commercial firms, colleges, medical centers, private consultants, and other associations or organizations.

As a Non-AAMA Education Provider, you must do the following:

1. Ensure the content of the program is relevant to the practice of medical assisting, so that it is eligible for CEU approval.
2. Complete the **Non-AAMA Education Providers Approval Request Form**.
3. Provide program content information in the format specified on the Approval Request Form.
4. Provide the nonrefundable submission fee per CEU. (See Fee Table.)
5. Mail the completed Approval Request Form, with the fee and program content description, 30 days prior to the event. (Once the program has been reviewed, the AAMA will send notification via fax or e-mail of the approved/denied status, and CEU credit awarded.)
6. Provide the AAMA with a copy of all brochures or promotional materials that indicate or advertise approved programs. Any reference to the AAMA or the AAMA Continuing Education Board must state the following:

This program has been granted prior approval by the American Association of Medical Assistants (AAMA) for [insert number and category approved for CEUs (e.g., 1 administrative)] continuing education unit(s). Granting approval in no way constitutes endorsement by the AAMA of the program content or the program provider.

7. Ensure the program is conducted as outlined in this Approval Request Form and in compliance with any additional requirements necessary for AAMA approval.
8. Download the [Attendance Record](#) from the AAMA website and circulate it at the program.
9. Submit the completed Attendance Record to the AAMA. The AAMA cannot grant CEUs to program attendees without this record.
10. Maintain a copy of the Attendance Record for proof of attendance.

**Want to market your program to AAMA members?** Call 800/228-2262, ext. 774 to find out about our [direct mailing list rental](#).

### Fee Table

These fees are per CEU.

Hospitals/Clinics	\$140
Corporations	\$280
CAAHEP Programs	\$70
ABHES Programs	\$70
501(c)(6) entities (e.g., professional associations)	\$100 per year ( <i>Proof of exempt status required</i> )
*501(c)(3) entities	\$0 ( <i>Proof of exempt status required</i> )

\* Subject to approval of the [Director of Continuing Education](#).

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## Non-AAMA Education Providers Approval Request Form

**This form is for AAMA program planners *only*.**

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Program title (*one per form*):

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### Program Planner Profile

Non-AAMA Education Provider name:

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Program planner's name/credentials:

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Address:

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City/State/ZIP:

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Day phone:

Fax:

E-mail:

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### Program Information

If online program, see the [Program Planner's Toolbox](#) before submitting approval.

Program length (must be at least one hour per topic):

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Date(s) of program (this form must be submitted **30 days** prior to the event):

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### Program Content

On a separate sheet, you must describe the program in detail (50–100 words) and list three to five learning objectives.

### Speaker Information

Speaker's name/credentials (spell out) and qualifications (documentation required on schooling, current certification, and licensure):

Name/Credentials:

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Name/Credentials:

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Name/Credentials:

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### Submission Fee (*See Fee Table.*)

Enclosed is a check, numbered , or money order for \$ made payable to AAMA.

Charge my (click to select):  Visa       MasterCard       Discover       American Express

Card #:

Exp. date:

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Name on card:

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In placing my name on and submitting this document, I hereby certify that I am a non-AAMA provider of continuing education and that all statements on this application are true and complete to the best of my knowledge. In submitting this application for CEU credit, I understand that approvals must be submitted 30 days prior to the event and will be returned unreviewed if submitted less than 30 days prior, and that substitute speakers must be approved by the AAMA. Approval and or CEU credit may be revoked at any time if it is deemed that any of the data used to obtain approval for this program is found to be inaccurate, false, or without the approved consent of an authorized AAMA sponsor. It is furthermore my responsibility to follow up on receipt and approval of this form and to ensure that attendance forms are submitted to the AAMA within 30 days following the program. Programs must be at least one hour

of instruction per topic. Time for registration activities, breaks, meals, or business meetings may not be counted. Approvals may be submitted by fax, mail, or e-mail. Non-AAMA Education Provider programs must include the appropriate fee (per CEU) attached to each Approval Request Form at the time of submission to be considered for review. (See Fee Table.) The CEB reserves the right to audit approved continuing education programs for compliance with CEB approved standards as outlined in the *Program Planner's Guide*.



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

FAX: 312/899-8391

PHONE: 312/899-1500