

Frequently Asked Questions

Questions about Advancement to obtain a Fellow and/or Diplomate Credential

What is Advancement?

In AAMA terms, “Advancement” refers to earning experience-based credentials. Advancement requires a combination of professional achievement, formal and continuing education, participation in AAMA events, activities and service to the Academy.

Why is Advancement important?

In a competitive world, credentials set a person apart from colleagues. Employers respect credentials as confirmation of an applicant’s knowledge and professional expertise. On a personal basis, credentials honor achievement and impart status.

What Advancement options are available through AAMA?

FAAMA – Fellow of the American Academy of Medical Administrators

(If you hold a CAAMA and acquire a FAAMA, you become a CFAAMA)

FACCA – Fellow of the American College of Cardiovascular Administrators

FACCP – Fellow of the American College of Contingency Planners

Diplomate in Healthcare Administration (note: you can only achieve Diplomate status after earning FAAMA, FACCA or FACCP)

How do I advance?

There are four Advancement paths from which to choose:

- Document 35 points on a Personal Achievement Documentation (PAD) form **★ See below for common questions using this path**
- Submit three Case Studies (worth 12 points each). Use [Style Guidelines](#) and [contact AAMA](#) for a sample Case Study.
- Submit an original Thesis of graduate school quality (worth 35 points). Use [Style Guidelines](#) that AAMA provides.
- Submit Case Studies in combination with a PAD, to achieve 35 points

What are the basic Advancement requirements?

For all Advancement options, the basic requirements are:

- Four years of AAMA membership, unless the applicant holds a Fellow credential from an approved non-AAMA healthcare association. In that case, only two years of AAMA membership are required to advance.
- Attendance at one AAMA Annual Conference in the previous four years.
- Six years of experience in healthcare management, education or consulting.
- Two references (see specific requirements for references on each application).
- Submit your Advancement application. **Electronic submission is encouraged.**
 - The appropriate paperwork for the Advancement path of your choice:
 - **Personal Achievement Documentation (PAD) alone:** Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA activities is not needed.
 - **Case Studies alone:** One copy of each.
 - **Case Studies in combination with the PAD:** Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA activities is not needed, PLUS one copy of each Case Study.
 - **Thesis:** One copy.
 - **A letter to Academy Headquarters**, providing the required number of references, requesting Advancement.
 - Your current resume.
 - The \$250 Advancement fee. This is a non-refundable application and processing fee. In the event that your application is not approved, you may resubmit application within one year at no additional fee.

What are the AAMA standards for Case Studies and Theses?

For all papers:

- Must be written in the last three years.
- Have not been previously published in a copyrighted environment.
- Use the [Style Guidelines](#) that AAMA provides.
- **Case Studies** are typically 10 – 12 double-spaced pages each. Case Studies should relate to a segment or facet of healthcare administration and may describe or analyze an actual administrative problem encountered in your day-to-day activities in a healthcare organization and its success or failure.
- **Theses** are typically 30 double-spaced pages, excluding appendices and other documentation. These should be related to healthcare administration in the broadest sense.

How long is the application process?

Typically the Advancement process takes 3 – 4 weeks. This depends on the response time from your references and how long our reviewers take to grade Case Studies and Thesis.

How are Fellows and Diplomates recognized?

Once you have been approved as either a Fellow or Diplomate you will be recognized at the next AAMA Annual Conference during the awards ceremonies. You will be called on stage to receive your certificate from Academy leadership. A group photo will also take place.

How do I use my Credential once I have been approved?

[Diplomate in Healthcare Administration: Guidelines for Using Your New Credential](#)

What is the deadline to submit Fellow and Diplomate applications?

Applications may be submitted at any time. However, in order to be recognized at the AAMA Annual Conference, applications must be submitted by August 15.

★ For questions using the PAD path click on the appropriate designation.

[FAAMA/Diplomate](#)

[FACCA](#)

[FACCP](#)

AAMA FELLOW AND DIPLOMATE APPLICATION

Advancement using PAD (page 5 of application)

What are the approved non-AAMA educational conferences?

(This is not a complete list. Other non-AAMA education conferences will be reviewed on an individual basis.)

- American College of Health Care Administrators (ACHCA)
- American College of Healthcare Executives (ACHE)
 - Sub groups/chapters of ACHE - Central European Healthcare Executives (CEHE)
- Healthcare Financial Management Association (HFMA)
- Healthcare Information and Management Systems Society (HIMSS)
- International Association of Emergency Managers (IAEM)
- Medical Group Medical Association (MGMA)
- Military Health System (MHS)
- TRICARE

What are some common questions from other applicants?

How do I calculate points for membership and healthcare management years?

- **I.A. States:** Points are awarded for **more than** five years of membership in the Academy. **One point for each additional year after five years** to a maximum of five points.

Points are awarded for each year AFTER your first 5 years of membership (i.e., if you've been a member from 2000 to 2008, you receive 4 points; 2005 – 2008 are the years in EXCESS of your first five years of membership, which are 2000 – 2004).

What counts for Academy membership years?

- Four years total membership is required for applications, but consecutive years are not required. A member can reinstate membership and use previous membership years to meet the Advancement requirements.
 - Student member years while enrolled in an accredited graduate-level program count toward the Advancement membership requirement; student membership years during an undergraduate program do not.
 - Member-Deployed years count, while Inactive member years do not.
- **IV.E. States:** Points are awarded for **more than** fifteen years in **healthcare management**. **One point for each additional year after fifteen years** to a maximum of five points.

Points are awarded for each year AFTER your first 15 years of healthcare MANAGEMENT (i.e., if you've been in healthcare management for 20 years, you would receive 5 points for the 5 years EXCEEDING the first 15 years of healthcare management). Only years of Management are counted. Please make sure your resume is clear on management vs. non-management positions.

ACCA FELLOW APPLICATION

Advancement using PAD (page 4 of application)

What are the approved non-ACCA educational conferences?

(This is not a complete list. Other non-AAMA education conferences will be reviewed on an individual basis.)

- American College of Cardiology (ACC)
- American College of Health Care Administrators (ACHCA)
- American College of Healthcare Executives (ACHE)
 - Sub groups/chapters of ACHE - Central European Healthcare Executives (CEHE)
- Healthcare Financial Management Association (HFMA)
- Medical Group Medical Association (MGMA)

What are some common questions from other applicants?

How do I calculate points for membership and cardiovascular administration/leadership years?

- **I.A. States:** One point will be awarded, for each year of membership in the ACCA in excess of five years to a maximum of five points.

Points are awarded for each year AFTER your first 5 years of membership (i.e., if you've been a member from 2000 to 2008, you receive 4 points; 2005 – 2008 are the years in EXCESS of your first five years of membership, which are 2000 – 2004).

What counts for Academy membership years?

- Four years total membership is required for applications, but consecutive years are not required. A member can reinstate membership and use previous membership years to meet the Advancement requirements.
- Student member years while enrolled in an accredited graduate-level program count toward the Advancement membership requirement; student membership years during an undergraduate program do not.
- Member-Deployed years count, while Inactive member years do not.

- **IV.F.** States: Having served in cardiovascular administration/leadership in excess of fifteen years. One point will be allowed for each year to a maximum of five points.

Points are awarded for each year AFTER your first 15 years of cardiovascular administration/leadership (i.e., if you've been in cardiovascular administration/leadership for 20 years, you would receive 5 points for the 5 years EXCEEDING the first 15 years of cardiovascular administration/leadership).

ACCP FELLOW APPLICATION

Advancement using PAD (page 4 of application)

What are the approved non-ACCP educational conferences?

(This is not a complete list. Other non-AAMA education conferences will be reviewed on an individual basis.)

- American College of Health Care Administrators (ACHCA)
- American College of Healthcare Executives (ACHE)
 - Sub groups/chapters of ACHE - Central European Healthcare Executives (CEHE)
- Healthcare Information and Management Systems Society (HIMSS)
- International Association of Emergency Managers (IAEM)
- Medical Group Medical Association (MGMA)
- Military Health System (MHS)
- TRICARE

What are some common questions from other applicants?

How do I calculate points for membership and management years?

- **I.A.** States: One point will be awarded, for each year of membership in the Academy in excess of five years to a maximum of five points.

Points are awarded for each year AFTER your first 5 years of membership (i.e., if you've been a member from 2000 to 2008, you only receive 4 points; 2005 – 2008 are the years in EXCESS of your first five years of membership, which are 2000 – 2004).

What counts for Academy membership years?

- Four years total membership is required for applications, but consecutive years are not required. A member can reinstate membership and use previous membership years to meet the Advancement requirements.
- Student member years while enrolled in an accredited graduate-level program count toward the Advancement membership requirement; student membership years during an undergraduate program do not.
- Member-Deployed member years count, while Inactive member years do not.
- **IV.A.** States: Having served in a management position in the field of healthcare emergency/disaster management or healthcare contingency planning in excess of five years. One point will be allowed for each year to a maximum of five points.

Points are awarded for each year AFTER your first 5 years of a MANAGEMENT position in the fields mentioned above (i.e., if you've been in a management position for 10 years, you would receive 5 points for the 5 years EXCEEDING the first 5 years of that management position). Only years of Management are counted. Please make sure your resume is clear on management vs. non-management positions.

For further questions, please feel free to contact our Membership Coordinator at (847) 759-8601 or membership@aameda.org.

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