

American Academy of Medical Administrators
Developing Excellence in Healthcare and Leadership

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**AAMA's CAAMA Designation – Alternate Criteria:
Transfer of Credential Earned Via Exam
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In lieu of passing AAMA's CAAMA exam, applicants may qualify for the CAAMA by transferring a credential earned via exam from an allied healthcare association. The following criteria must be met to facilitate the transfer of a credential via exam from an AAMA-approved healthcare association to qualify for a CAAMA.

Credentials will be accepted for transfer from allied healthcare associations that represent the broad, general field of healthcare management. Requests for transfer of a credential from a specialty healthcare administration association will be considered on an individual basis.

Definition of Credential Earned Via Exam:

A credential earned via exam means that a healthcare professional has received a passing grade on an exam given by an allied healthcare association and has been given the right to use a designation by a recognized healthcare organization.

A credential earned via exam is not a Fellow or Diplomate status awarded by an association; it is a certificate or credential earned by passing an examination.

For example, the CAAMA (Credentialed member, American Academy of Medical Administrators) designation is earned by passing an exam of 100 multiple choice questions and three essay questions. Upon passing the exam, the examinees receive the right from AAMA to use the designation of CAAMA after their name.

The CAAMA designation indicates that the individual has passed an exam based on the recognized Body of Knowledge as established by the American Academy of Medical Administrators. The CAAMA represents a general baseline of knowledge of the field of healthcare administration. It does not represent a specialty area of healthcare administration.

Criteria to Transfer a Credential from an AAMA-approved Allied Healthcare Association:

1. Applicant must be a current member of AAMA.
2. Applicant must be currently credentialed by the association from which he/she is transferring the credential.
3. Applicant must give evidence of date credential was received and renewal or recertification of credential.
4. Credentials will be accepted for transfer from AAMA-approved allied healthcare associations that represent the broad, general field of healthcare management. Associations including the American College of Healthcare Executives (ACHE), the American College of Physician Executives (ACPE), the Medical Group Management Association (MGMA), and the American College of Health Care Administrators (ACHCA) are approved for transfer.

5. Requests for transfer of a credential from other specialty healthcare administration associations will be considered on an individual basis (see criteria below) by the CAAMA Committee.
6. The individual transferring the credential must meet the criteria for CAAMA examinees which includes:
 - Currently hold a management position in the healthcare field,
 - Be a current regular Member or Fellow of AAMA,
 - Hold a baccalaureate degree and have four years of healthcare related management experience or
 - Hold a masters degree and one year of healthcare related experience.
7. Applicant must attend one AAMA Annual Conference before credential is granted.
8. Applicant must submit a letter of recommendation for transfer of the credential via exam to the CAAMA designation from an AAMA member in good standing.
9. A completed application with supporting documentation must be submitted to AAMA along with the transfer of credential fee.

Criteria to Transfer Credential Via Exam from a Specialty Healthcare Association:

The CAAMA Committee recognizes that members of specialty healthcare associations may also be interested in transferring a credential via exam to AAMA.

The CAAMA Committee has established the following criteria to evaluate these requests on an individual basis.

1. Submit all documentation required for a transfer from a qualified allied healthcare association.
2. Submit a letter indicating why your specialty credential should transfer to the CAAMA, a broad, general healthcare management credential. Include information about the specialty exam, such as the domains of knowledge covered, a sample exam or a study guide.
3. Interview with a CAAMA subcommittee by telephone or face to face.
4. Receive a majority vote of the CAAMA Committee for transfer of a specialty healthcare credential.

Recredentialing Required Once a Credential is Transferred to a CAAMA

Once an applicant has transferred a credential from an allied or specialty healthcare association and is recognized as a CAAMA, the same recredentialing requirements apply on a tri-annual basis that apply to an AAMA member who has earned the CAAMA designation by passing the CAAMA exam.

- *The application process for transferring a credential will take approximately eight weeks from the date application is received by AAMA.*
- *The CAAMA Committee reserves the right to request additional information.*
- *The decision of the CAAMA Committee is final.*
- *If application is declined, a refund of the fee minus a \$50 processing fee will be made.*