

**American Academy of Medical Administrators**  
701 Lee Street, Suite 600, Des Plaines, IL 60016  
847/759-8601 Fax 847/759-8602 [www.aameda.org](http://www.aameda.org)  
**CAAMA Recredentialing Application**

Return this form by U.S. Mail or by Fax.

Name \_\_\_\_\_ Year of original CAAMA credential \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Exact wording of your name for certificate \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_ Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

AAMA ID number (to be completed by AAMA staff) \_\_\_\_\_

This form must be postmarked no later than December 15 of the year that you are scheduled to recredential. You will be notified to recredential three years following your CAAMA date. After initial recredentialing, CAAMAs must recredential every three years. To recredential:

- AAMA membership must be maintained.
- 30 *Professional Currency Points* must be earned over a three-year period.
- All *Professional Currency Points* listed must have been earned since the original date of credentialing or last recredentialing date, whichever is most recent. Credit for points earned in years prior to the three-year period will not be accepted.
- It is important that all relevant information be provided on the CAAMA Recredentialing Report Form and appropriate attachments included if necessary.
- Add supplemental pages if necessary.
- CAAMAs are responsible for maintaining files of their own continuing education participation. AAMA is a self-reporting organization. Members must maintain their own records of attendance at conferences, programs or other continuing education activities that may qualify for *Professional Currency Points*.

Please indicate for which year you are recredentialing:

- 2005 (for those who earned their CAAMA or recredentialled in 2002) 30 *Professional Currency Points* are required.

**Please enclose the \$125.00 recredentialing fee when you submit your Recredentialing Report Form. Check either Certificate Only or Framed Certificate, if desired. Insert the necessary fee on the line provided and total the amount owed.**

\_\_\_\_\_  
\$125.00 Recredentialing Fee

\_\_\_\_\_  
Certificate (allow six-eight weeks for delivery)

Certificate only N/C

Framed Certificate \$35 includes shipping  
(Walnut textured)

\_\_\_\_\_  
Total enclosed

\_\_ Check \_\_ Visa \_\_ MasterCard \_\_ Discover \_\_ AMEX

**(AAMA cannot bill you. All fees must accompany the recredentialing form.)**

*For credit card use:*

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_

**If the recredentialing application is not accepted** due to non-compliance with point requirements, only \$100.00 of the \$125.00 fee will be returned. The recredentialing applicant who does not qualify to recredential is encouraged to request a waiver to allow time to earn the points needed to recredential. See Temporary Waiver section of the Recredentialing Fact Sheet.

Revised March 2005

# CAAMA Recredentialing Report Form: Professional Currency Points Earned

March 2005 Form

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email address \_\_\_\_\_

- CAAMAs recredentialing in **2005** must earn 30 Professional Currency Points with 15 points from the AAMA Education Programs or AAMA Service and 15 additional points.

**Thirty (30) points** must be earned in a three-year period to recredential as a CAAMA. All *Professional Currency Points* listed must have been earned since the original date of credentialing or last recredentialing date, whichever is most recent. Credit for points earned in years prior to the three-year period will not be accepted

**Fifteen (15) points must be earned from AAMA Education Programs or AAMA Service. Fifteen (15) additional points may be earned from Non-AAMA Education Programs, Service, or Employment or additional AAMA Education Programs or Service.**

## AAMA Points

- All points may be earned in this category if desired; **15 points are required.**

## AAMA Education Programs

- Only programs offered directly by AAMA qualify as AAMA education programs, i.e., a TRICARE program approved for AAMA credits does not qualify as an AAMA Education program, it qualifies as a Non-AAMA program.
- Points awarded are 1 per contact hour up to a maximum of 6 per day. One contact hour equals 60 minutes of instruction.

### 1. Participation in AAMA educational programs:

- |   |                    |
|---|--------------------|
| a. Annual Conference  | 8 points each year |
| a-1. Extra points for Federal Day   | 6 points each year |
| b. Cardiovascular Administrators' Management Conference   | 9 points each year |
| c. Pre/post conference program or other AAMA program  | Variable           |
| 1 point per contact hour, 3 points per 1/2 day, 6 points maximum per day based on 60 minutes equals 1 contact hour. |                    |
| d. AAMA AudioConference   | 1 point each       |
| e. AAMA Region and Chapter Conferences  | Variable           |
| 1 point per contact hour, 3 points per 1/2 day, 6 points maximum per day based on 60 minutes equals 1 contact hour. |                    |

## AAMA Service

### 1. Publications

- |   |                       |
|---|-----------------------|
| a. Original manuscript published in <i>AAMA Executive</i> , JCM or JOM (not a book review)                    | 2 points each         |
| b. Submission of five (5) book reviews or website reviews to <i>AAMA Executive</i> over the three year period | 1 point for 5 reviews |

### 2. Instruction & Presentations

- |  |                  |
|--|------------------|
| a. Presenting a speech or session on healthcare administration to an AAMA conference | 2 points/session |
|--|------------------|

### 3. Leadership

- |   |                   |
|---|-------------------|
| a. Leadership in AAMA or a college (chair, board or committee position) | 2 points/position |
|---|-------------------|

**AAMA Education Programs**

**Points**

Sponsor \_\_\_\_\_  
Title of program \_\_\_\_\_  
Number of hours \_\_\_\_\_ Date of program \_\_\_\_\_  
Location \_\_\_\_\_

\_\_\_\_\_

Sponsor \_\_\_\_\_  
Title of program \_\_\_\_\_  
Number of hours \_\_\_\_\_ Date of program \_\_\_\_\_  
Location \_\_\_\_\_

\_\_\_\_\_

Sponsor \_\_\_\_\_  
Title of program \_\_\_\_\_  
Number of hours \_\_\_\_\_ Date of program \_\_\_\_\_  
Location \_\_\_\_\_

\_\_\_\_\_

**AAMA Service (Includes Publications, Instruction and Presentations, and Leadership)**

***AAMA Publications***

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

***AAMA Instruction and Presentations***

**Points**

Name of program \_\_\_\_\_  
Sponsor of program \_\_\_\_\_  
Length/date of presentation \_\_\_\_\_  
Type of involvement \_\_\_\_\_

\_\_\_\_\_

Name of program \_\_\_\_\_  
Sponsor of program \_\_\_\_\_  
Length/date of presentation \_\_\_\_\_  
Type of involvement \_\_\_\_\_

\_\_\_\_\_

Name of program \_\_\_\_\_  
Sponsor of program \_\_\_\_\_  
Length/date of presentation \_\_\_\_\_  
Type of involvement \_\_\_\_\_

\_\_\_\_\_

<b><i>AAMA Leadership</i></b>	<b>Points</b>
Leadership role _____	_____
Date of activity/responsibility _____	_____
Organization _____	_____
Contact person _____	_____
Phone for organization _____	_____
Leadership role _____	_____
Date of activity/responsibility _____	_____
Organization _____	_____
Contact person _____	_____
Phone for organization _____	_____
Leadership role _____	_____
Date of activity/responsibility _____	_____
Organization _____	_____
Contact person _____	_____
Phone for organization _____	_____

• **Points Earned for AAMA Education Programs or Service**      **subtotal** \_\_\_\_\_

**Non-AAMA Points**

**Only 15 points may be earned from the following sections:**

**Non-AAMA Education Programs**

Points awarded are 1 per contact hour up to a maximum of 6 per day, based on 60 minutes equals one contact hour.

- |  |  |
|--|--|
| 1. Participation in conference or seminar conducted by a recognized healthcare association or healthcare organization.   | Variable                                   |
| <ul style="list-style-type: none"> <li>• Includes conferences or seminars presented by other associations, organizations/companies, such as MGMA, HIMSS, ACHE, TRICARE, etc.</li> <li>• <b>Includes courses taken for CEUs or CMEs in conjunction with your professional healthcare employment.</b></li> </ul> |  |
| 2. Participation in a conference or seminar presented collaboratively by AAMA and an allied healthcare association.  | Variable                                   |
| 3. College/university level course or individualized learning program that applies to healthcare administration – on campus or online.   | Variable<br>5 points maximum<br>per course |
| 4. Completing a new degree in field related to healthcare administration, a masters or doctoral degree (in addition to course work).   | MS 3 points<br>PhD 6 points                |

**Non-AAMA Service** (Includes Publications, Instruction and Presentations, and Leadership)

1. ***Publications***

Manuscripts and contributions should be professionally related and not a requirement of your employment.

- |  |               |
|--|---------------|
| a. Authoring or editing a book on healthcare administration                                    | 5 points each |
| b. Contribution to book on healthcare administration issues                                    | 1 point each  |
| c. Original manuscript published in other healthcare administration journal (not book reviews) | 1 point each  |

2. ***Instruction and Presentations***

- |  |                 |
|--|-----------------|
| a. Serving as instructor for a multi-session healthcare related program that requires preparation of a course syllabus and other course related materials (other than college or university) | 2 points/course |
| b. Serving as faculty for credit courses related to healthcare administration in a fully accredited college or university  | 4 points/course |
| c. Presenting a speech or session on healthcare administration to a non-AAMA healthcare organization (not employment related)  | 1 point/session |

3. **Leadership**

- a. External Relations - represents AAMA or colleges on Board or Committee of another organization 1 point/activity
- b. Leadership in a non-AAMA healthcare association (chair, board or committee position). 1 point/year, no more than 2 points for 3 years 2 points maximum

**Employment**

- 1. Employment in healthcare administration 2 points maximum  
1 point/year, no more than 2 points for 3 years

**15 Points are needed from Non-AAMA Education Programs, Service or Employment.**  
**Or all points may be earned from AAMA Education Programs.**

**Non-AAMA Education Programs**

**Points**

Sponsor \_\_\_\_\_  
Title of program \_\_\_\_\_  
Number of hours \_\_\_\_\_ Date of program \_\_\_\_\_  
Location \_\_\_\_\_

\_\_\_\_\_

Sponsor \_\_\_\_\_  
Title of program \_\_\_\_\_  
Number of hours \_\_\_\_\_ Date of program \_\_\_\_\_  
Location \_\_\_\_\_

\_\_\_\_\_

Sponsor \_\_\_\_\_  
Title of program \_\_\_\_\_  
Number of hours \_\_\_\_\_ Date of program \_\_\_\_\_  
Location \_\_\_\_\_

\_\_\_\_\_

**•Points Earned for Non-AAMA Education Programs**                      **subtotal** \_\_\_\_\_

**Non-AAMA Service (Includes Publications, Instruction and Presentations, and Leadership)**

***Publications***

**Points**

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

Name of article or book published \_\_\_\_\_  
Name of Publication or Publisher of Book \_\_\_\_\_  
Date of publication \_\_\_\_\_

\_\_\_\_\_

***Instruction and Presentations***

**Points**

Name of program \_\_\_\_\_  
Sponsor of program \_\_\_\_\_  
Length/date of presentation \_\_\_\_\_  
Type of involvement \_\_\_\_\_

\_\_\_\_\_

Name of program \_\_\_\_\_  
Sponsor of program \_\_\_\_\_  
Length/date of presentation \_\_\_\_\_  
Type of involvement \_\_\_\_\_

\_\_\_\_\_

Name of program \_\_\_\_\_  
 Sponsor of program \_\_\_\_\_  
 Length/date of presentation \_\_\_\_\_  
 Type of involvement \_\_\_\_\_

**Leadership** **Points**

Leadership role \_\_\_\_\_  
 Date of activity/responsibility \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 Phone for organization \_\_\_\_\_

Leadership role \_\_\_\_\_  
 Date of activity/responsibility \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 Phone for organization \_\_\_\_\_

Leadership role \_\_\_\_\_  
 Date of activity/responsibility \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 Phone for organization \_\_\_\_\_

**•Subtotal Points Earned for Non-AAMA Service** **subtotal** \_\_\_\_\_

**Employment** **Points**

Healthcare administration position \_\_\_\_\_  
 Organization \_\_\_\_\_

Healthcare administration position \_\_\_\_\_  
 Organization \_\_\_\_\_

**•Subtotal Points Earned for Employment** **subtotal** \_\_\_\_\_

**Grand Total of Points Earned** **Total** \_\_\_\_\_

**CAAMA Statement:**

The *Professional Currency Points* listed in this document have been earned during the three year period specified and have been reported factually. I understand that documentation may be requested to support any education program, service or employment by the CAAMA Committee, should they require further information.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form to AAMA by US Mail: AAMA, 701 Lee St, Ste. 600, Des Plaines, IL 60016  
 Or by Fax 847/759-8602.**

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